

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Temporary Unionized** opportunity in the **Office of the City Clerk** for an experienced and motivated individual*

**Archival Records Analyst
(Contract – Up to 18 Months)
(JOB # J1218-0392)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Assists with and provides technical support to the City's archives and records management program: records analysis, classification system design, acquisition, appraisal, selection, accessioning, arrangement, description, conservation, etc. Maintains security and confidentiality of Corporate and non-government records in the City's custody. Assists staff and public with access to and interpretation of records and information. Makes recommendations on improvements to operational policies and procedures. Assists with program promotion/ outreach and provides reference and information advisory service to internal and external clients; as well participating in training of City staff in access and privacy issues under the Municipal Freedom of Information and Protection of Privacy Act. Assists with the update and maintenance of archives and records management databases. Participates in and provides technical support to all aspects of the City's electronic records management and preservation program, including assisting with the audit of Corporate electronic recordkeeping and information management systems.

Qualifications and experience:

- University Degree in Archival Science and/or Records Management or suitable equivalent.
- Minimum three (3) years archival experience, with at least one (1) year experience in records management functions, preferably in a municipal environment.
- Sound working knowledge of current archival and records management technical standards and practices. General knowledge of issues, practices, technical standards, etc. associated with the management and preservation of electronic records.
- Demonstrated experience in business function and records analysis, records classification, appraisal, acquisition, arrangement, and description in all media. Working knowledge of and experience in use of RAD; experience with MARC and EAD an asset. Working knowledge of conservation and preservation techniques and practices.
- Proficiency in standard office computer applications (e.g. MS Office Suite – Word, Excel, Access, etc.); working knowledge of applicable archival and records management database software.
- Demonstrated experience with various social media platforms i.e. Facebook, Twitter, Blogs, etc. coupled with basic knowledge and applying basic website configuration.
- Ability to deal effectively and courteously with staff, elected officials, the public, and external agencies; and to operate effectively in a time sensitive environment and meet tight deadlines.
- Sound analytical, organizational, problem solving, and presentation skills. Excellent oral and written communication skills.
- Working knowledge of Municipal Freedom of Information and Protection of Privacy Act, Municipal Act, and Copyright Act.
- Ability to lift records storage containers weighing up to 20 kg
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.
- Valid Ontario "G" driver's license in good standing and a reliable vehicle for use on Corporate business.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday January 11, 2019**.

Please note that only candidates selected for interviews will be contacted.