



DISTRICT OF SAANICH
LEGISLATIVE & PROTECTIVE SERVICES
RECORDS AND INFORMATION SERVICES

ARCHIVES SUPERVISOR

One Permanent Part Time Position

The District of Saanich is the largest municipality on beautiful Vancouver Island, blending urban and rural environment and home to approximately 124,000 citizens. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts the best talent to provide excellent services to our community while enabling our people to perform at their best and grow their skills. Our competitive wages, excellent benefits package, municipal pension plan, various flexible work arrangements, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

There is an exciting permanent part-time opportunity available on our Records and Information Services team in the Legislative & Protective Services Department. The Archives Supervisor undertakes professional archival work in the management and operation of the Municipal Archives, and plans and directs the work of the Section.

Working out of the Saanich Archives (next to G.R. Pearkes Recreation Centre), the Archives Supervisor manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards, and coordinates community engagement programs and services.

Requirements include: a Bachelor of Arts degree in a related field, supplemented by additional formalized training and education in archival studies; over five years related experience including significant experience in an archives and progressive supervisory responsibility and experience; possession of a valid BC driver's license and a personal vehicle available for work related use as and when required. An equivalent combination of education and experience may be considered and experience working with digital archives and databases will be considered an asset.

The successful candidate will work 25 hours per week (Monday to Friday 9:30 – 2:30)

This is a C.U.P.E. Local 2011 position with a wage of \$52.26 (Pay Grade R, 2024 rate), an excellent benefits package and a generous pension plan. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Wednesday, February 21, 2024 quoting competition 24014 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Although we thank all applicants, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.

Applying from out of town? See what Saanich has to offer! bit.ly/NaturalSaanich