



Where ideas work

**Ministry of Citizens' Services
Victoria, BC (Hybrid)**

Flexible work options are available; this position may be able to work up to five (5) days at home per week subject to an approved telework agreement.

Archivist

\$76,071.18 - 86,658.48 annually

The Archivist develops classification, retention and disposition schedules for client ministries; appraises the information holdings of these ministries to determine which records will ultimately be destroyed and which will be selectively or fully retained in the archives; reviews and selects specific sets of records for transfer to the government archives; and contributes to the ingest, preservation and public accessibility of information in government's digital archives.

The BC Public Service is committed to creating a [diverse workplace](#) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

Qualifications for this role include:

- Master's degree in archival studies or a related degree, OR
- An equivalent combination of related education/training and experience may be considered.
- Experience working with and providing advice to staff and clients.

Preference may be given to applicants with relevant experience in one (1) or more of the following

- One (1) years' experience in archival appraisal for selection.
- One (1) years' experience developing and/or applying records retention and disposition schedules.
- One (1) years' experience working with Records Management applications and technologies.
- One (1) years' experience working with information technologies, as well as standards and trends in areas such as digital recordkeeping and digital preservation.
- One (1) years' experience drafting operational policy, procedures, and guidelines, and providing advice on policy, procedures and guidelines.
- Experience with project management and/or Agile.

For more information and to apply online by September 2nd, 2024, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/114781>