



DIOCESE OF PRINCE GEORGE JOB DESCRIPTION

Position:	Archivist/Records Manager
Department:	Chancery
Core Function:	The Archivist/Records Manager supports the goals of the Diocese of Prince George by managing its permanent records in compliance with legal requirements, historical use and standard professional practice and administering an integrated archives, records management and privacy program.
Reports to:	Chancellor
Hours:	Flexible; 0.5 FTE

DUTIES AND RESPONSIBILITIES:

Archival Programs

- Appraise records for their business, administrative, financial, historical and enduring value from the Offices of the Diocese of Prince George, Domano Renewal Centre, parishes, and other sources.
- Acquire, appraise, classify, arrange, describe and provide access to archival materials in any media;
- Ensure archival holdings are stored in a secure area according to current archival standards;
- Plan and implement electronic management of archives as approved by the Chancellor;
- Assess, appraise, acquire and maintain religious artifacts from parishes and other sources;
- Provide research and reference services according to approved archives policy responding in a timely manner;

Records Management

- Create, monitor and interpret records management policies and procedures for the Offices of the Diocese and its parishes as necessary, with approval of the Chancellor;
- Develop, maintain and monitor file classification systems, retention and disposition schedules for the records of the Offices of the Diocese and its parishes, with approval of the Chancellor;
- Provide records management training to office staff and volunteers where necessary, and advises on the proper classification of active records;
- Develop, promote and disseminate archival and records management information to staff of the diocese through workshops, webinars and other means of communication.

Privacy

- Under the direction of the Chancellor, acts as Diocesan Privacy Officer;
- Respond to access requests and privacy complaints;

- Provide training to curia offices and parishes on the management of personal information in line with diocesan policy and the *Personal Information Protection Act*;
- Audit, periodically or by request, curial information practices related to the management of personal information;
- Ensure access to sacramental records complies with Canon Law, the *Personal Information Protection Act* and diocesan policies;
- Research and provide advice to parishes on the management of Personal Information;

Miscellaneous

- Assist in the preparations of annual reports, budgets and other reports as required; and
- Serve on committees, attend meetings and make presentations where necessary and requested.

QUALIFICATIONS

Education and Experience

- A university degree in archival studies, history or a related field (information services or library science) or an equivalent combination of education and experience in archives and records management;
- high degree of proficiency in English;
- experience in archives, historical research, records management or library services;
- thorough understanding of the privacy legislation and practices.

Ability to:

- use computer applications using Microsoft Office software (Outlook, Word, Excel, Access). In particular ability to design and maintain Access databases; knowledge of other archival software program an asset;
- research and provide clear, concise and complete oral and written information at a level appropriate to audience, while maintaining confidentiality;
- establish and maintain effective working relationships with a variety of individuals or groups to complete work assignments, affect outcomes or provide a service;
- work independently and manage workload taking into consideration changing priorities, deadlines, and volume of work;
- identify problems and situations, refer to applicable policies, identify options and recommend appropriate courses of action;
- withstand periods of repetitive bending and lifting of boxes weighing up to 18 kg.

CONDITIONS OF EMPLOYMENT

Willingness to:

- take an Oath of Secrecy;
- maintain a valid B.C. Driver's license for travel throughout the diocese (occasional);
- willingness to work beyond regular posted office hours when required to complete projects and meet deadlines in order to fulfill the mandate of this portfolio;
- comply with the requirements of the Diocesan Safe Parish and Community Policy, including successful completion of a Criminal Records Check.