



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Reference Services Archival Technician	
Position Number	Community	Division/Region
71-1465	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Reference Services Archival Technician is responsible for facilitating public and government access to the Northwest Territories (NWT) Archives collections and library holdings in accordance with established legislation, policies, and procedures.

SCOPE

Located at the Prince of Wales Northern Heritage Centre (PWNHC) in Yellowknife, the Reference Services Archival Technician reports to the Territorial Archivist and operates within the scope of the *NWT Archives Act, Access to Information and Protection of Privacy Act*, and copyright legislation.

The Reference Services Archival Technician provides front-line support for access to NWT Archives and library materials by greeting the public and instructs all researchers on the safe handling of archival materials. The position assists members of the public and Government of the Northwest Territories (GNWT) program staff to identify archival and library materials of interest, then retrieving and monitors the use of archival and library materials.

The incumbent's work requires a high degree of concentration. Much of the work involves complex procedures that require accurate and consistent data entry.

RESPONSIBILITIES

1. Provide public reference services to holdings of the NWT Archives.

- Serves the public in the Archives Reading Room.
- Greets members of the public and GNWT staff.
- Conducts interviews with researchers.
- Analyzes complex inquiries and provides expert consultation.



- Assists with identifying appropriate archival records.
- Interprets legislation and general professional guidelines to support institutional policies and procedures for reference services.
- Instructs researchers in the use of archival tools.
- Oversees and invigilates the Archives Reading Room.
- Assists researchers with the handling of records, including oversized or awkward records.
- Enforces institutional policies on:
 - Proper handling of archival records;
 - *Access to Information and Protection of Privacy Act*;
 - *Archives Act*;
 - Copyright legislation.
- Retrieves archival and library materials for GWNT staff and members of the public.
- Manages the circulation of archival materials required for research.
- Registers research requests and public orders.

2. Provides technical and administrative support to the NWT Archives.

- Provides archival and library materials for GWNT staff and members of the public.
- Manages the circulation of archival materials required for research.
- Registers research requests and public orders.
- Processes payments (credit or debit card payments).
- Monitors agreements between researchers and the NWT Archives.
- Monitors or undertakes scanning and photocopying of records by or for researchers.

3. Monitors the holdings of the NWT Archives to contribute to the long-term preservation, accessibility by the public and government to the archival record.

- Conducts inventories of archival collections.
- Monitors condition of archival records and library materials.
- Monitors the physical state of equipment and provides maintenance as required.
- Provides reports to Territorial Archivist and Conservation program on condition of holdings and storage facilities.
- Participates in preventive conservation activities including environmental controls, integrated pest management and holdings maintenance.
- Carries out activities as prescribed in preservation guidelines and the objectives of preservation plans.

4. Provides public relations and outreach services.

- Supporting activities of the above responsibility.
- Supports tours of the archives to student groups, dignitaries, and other interested parties.
- Monitors and supports the NWT Archives social media and web presence.



WORKING CONDITIONS

Physical Demands

The incumbent is required to lift heavy and/or awkward boxes of records and equipment several times daily.

Environmental Conditions

At times the incumbent may be exposed to moldy and dusty materials.

Sensory Demands

On a daily basis the incumbent will use multiple senses to determine the condition of records and detect deterioration (e.g. vinegar syndrome, mold, etc.)

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of library and archival information management systems.
- Knowledge of and/or the ability to acquire knowledge of national and international archival codes of conduct and principles of access.
- Knowledge and understanding of the deterioration and preservation of archival materials.
- Knowledge of proper care and handling of archival materials.
- Knowledge of and/or the ability to acquire and apply knowledge of the role of the GNWT, its structure and general operating principles.
- Organizational skills.
- Research and analysis skills.
- Written and verbal communication skills.
- Problem-solving skills and analytical skills.
- Ability to provide high quality public service.
- Ability to understand, interpret and apply Federal and Territorial legislation relevant to the management of information and records including the *Archives Act*, *Access to Information and Protection of Privacy Act (ATIPP)*, and copyright legislation.
- Ability to set and adjust priorities.
- Ability to work with confidential material.
- Ability to maintain client confidentiality.
- Ability to work within a team environment.
- Ability to work within a cross-cultural environment.



- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma in Office Administration and one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred