



Guelph Public Library
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Job Posting 24-51

Title: Supervisor of Archives and Records Management

Department: Archives

Supervisor: Deputy CEO

Employee group: Non-Union

Pay Range: \$81,486 to 101,858 per annum

Hours: Full-time includes some evenings and weekends

Job Summary:

The Supervisor of Archives and Records Management is responsible for oversight of the Archives including the processes of reference, collection development, cataloging, outreach, and research.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

Duties:

A. Archive and Records Management Services

- Foster a welcoming and accessible space that encourages visitation and use of the Library and Archives by partners, staff, and the public
- Oversees responses to research and reference requests requiring specialized knowledge related to program offerings, specialized library tools and resources
- Supervises and support services changes, new program initiatives, committees and projects.
- Work with leadership to implement a quality service approach ensuring a high level of customer satisfaction
- Contribute to the implementation of the Library's Strategic Plan and related service plans
- Oversee, the information technology resources and tools/equipment used in the archives by the library. Some of this work may also be in partnership with other departments (e.g. Information Technology and Services) and outside partnerships or projects
- Manages process for receiving, managing and access to municipal records.
- Ensures responses to research and reference requests using the appropriate electronic or traditional library resources are completed in accordance with an appropriate timeline.
- Manages archival records including using the Rules of Archival Description (RAD)

- Supervises the process of donated materials to the archival collections for acquisition and manages the deed of gift process.
- Maintain knowledge of relevant legislation, policies, archival and records management best practices and professional issues including copyright law, Intellectual property, and censorship while ensuring compliance with the Library's Intellectual Freedom policy
- Oversees with exhibition and program development by identifying opportunities to coordinate and integrate archival material into exhibits and displays, and other programs of interest.
- Define long term objectives in archives and records management in consultation with senior management
- Maintain a public interface to the archival and records collections as appropriate
- Policy creation, implementation and administration of relevant policies and procedures in collaboration with senior management.

B. Leadership

- Supervises the archival department
- Select, train, and develop human resources to fulfill the departmental, operational and service mandate
- Provide staff direction and report regularly to senior management on matters relating to the performance of collection, staff and other relevant matters

C. Other

- Assist in planning and evaluation of GPL services (i.e. Task Forces and benchmarking best practices)
- Prepare reports and collect statistical data
- Participate in external committees or associations and participate in library special events
- Assist in maintaining an inviting and orderly library environment
- May be required to present to boards and agencies in relation to archival matters.
- Perform other duties as assigned

Qualifications:

A. Education

- A Masters of Archival Studies or Library Science/Information degree from an ALA/CLA accredited library school.
 - i. Completion of an Archives focus from an ALA/CLA accredited school considered an asset.

B. Experience

- Minimum of four (4) years' of demonstrated experience in archives and record management, including up to three (3) years' supervisory experience in a unionized environment.
- Knowledge and experience of archival principles, systems and practices.
- Working knowledge of existing and emerging standards related to archives, descriptive standards (e.g., RAD), digitization, preservation practices, metadata

standards (e.g., MARC, DC) and records management principles considered an asset.

- Knowledge of the Freedom of Information and Protection of Privacy Act (MFIPPA)
- Knowledge of the Occupational Health & Safety Act.
- Significant progressive experience, knowledge and understanding of standard office procedures, MS software applications, library software including but not limited to Archeion and operating procedures, and customer service techniques.

C. Skills

- Well organized, innovative, flexible, and collaborative; committed to intellectual freedom and other key principles of public librarianship.
- Outstanding customer service skills with the ability to effectively resolve customer inquiries/complaints in a courteous and efficient manner.
- Demonstrated ability to utilize analytical and decision-making skills to initiate, assess, and complete complex library tasks, research, and projects
- Instructional/ teaching skills.
 - Skilled in the use of information management tools including Microsoft office suite, Office 365, databases, and internet browsers.
 - Exceptional verbal and written communications skills with the ability to communicate with all levels of staff, stakeholders and the public.
 - Knowledge of, and experience with, providing, improving, and evaluating a range of library/archival services such as information, reader's advisory, outreach, programming, and collection management.
 - Knowledge of, and experience with, the principles and methods of organizational administration such as staff supervision in a unionized environment, budgeting, communications and records management.
 - Knowledge of, and experience with, the scheduling, monitoring and evaluation of multiple tasks, projects and priorities.

D. Other

- Ability to assume responsibility for assigned areas of expertise and special projects.
- Demonstrated commitment to continuous learning and professional development in a library setting.
- Will be required to act as the manager on call for the system as per the schedule.
- Ability to work well in a team environment and be able to assist with multiple tasks.

Applications including a cover letter, resume and 2-3 work references should be submitted to:

Carolyn Elston-Ryder
Human Resources
Guelph Public Library
100 Norfolk St.
Guelph ON N1H 4J6
celstonryder@guelphpl.ca

Please quote "Supervisor of Archives and Records Management 24-51" in subject line

Posting start date: July 30, 2024
Posting end date: August 21, 2024

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking. Candidates will be asked to provide documentation of completion of qualifications and memberships in good standing.

The Guelph Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.