

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Archivist
Department: Heritage, Lands and Resources
Supervisor: Heritage Manager
Date: June 30, 2021
Wage Level: 8
Status: Term Full-Time

A. Job Summary:

Reporting to the Heritage Manager, the position is responsible for appraising, selecting, arranging, describing, and preparing finding aids for the Department of Heritage, Lands and Resources (HLR's) archival records. This position oversees Champagne and Aishihik First Nations (CAFN)'s archive by implementing a Dän K'e approach to archival and records management, assisting CAFN Government and its Citizens in fulfilling their respective roles as stewards of, and voices of their information and the archival collections, and performs other related duties.

B. Main Duties:

1. Appraises, acquires, and manages archival materials and archival collection by:
 - applying analytical and archival expertise, in consultation with Heritage staff, to appraise records in all formats (paper, digital, AV), to determine cultural/historical/archival significance and make recommendations for permanent preservation, destruction or other disposition.
 - preparing preliminary inventory and analysis of HLR active, inactive series, and other related series to establish extent, physical condition and series designations for all archival records stored in CAFN offices and storage areas including at the Da Kų Cultural Centre and the Administration building in accordance with Rules for Archival Description (RAD) or other appropriate archival standards.
 - assessing applicable access and privacy issues and preparing access guidelines for all record series.
 - creating, updating, and maintaining inventory of records including AV records in Da Kų Cultural Centre Archives, and matching transcripts with recordings and other related records.
 - preparing disposition recommendations for all records deemed non-archival and presenting these reports to the Heritage Manager to ensure appropriate records destruction authorities are approved and arranging for secure destruction of such records.
 - creating a Records Classification and Retention Schedule for HLR records including recommendations for priority use of secure storage facilities.

2. Manages cataloguing systems, records scheduling and disposal, and finding aids by:
 - keeping abreast of access/privacy legislation and policies, including Yukon First Nations cultural practices and issues, and providing input into the development of policies and procedures.
 - developing appropriate protocols for CAFN archival records throughout their life cycle and ensuring they are followed.
 - applying archival subject expertise and theory in interpreting and applying the RAD to arrange and describe HLR and Da Kų Cultural Centre archival records and prepare finding aids in various formats to facilitate access for research and other uses of the archival records.
 - establishing intellectual control for the Department of HLR and Da Kų Cultural Centre archival records by creating accession records, tracking retention schedules, series descriptions, and disposition authorities.
 - creating automated authority records to document the structure and evolution of HLR within CAFN and linking these to accession records and multi-level descriptions.

3. Oversees CAFN's Archive by implementing a Dān K'e approach to archival management, assisting CAFN government and its Citizens in fulfilling their respective roles as stewards of, and voices of their information and the archival collections, by:
 - establishing an effective framework of Record Information Management (RIM) policies, procedures, documentation, and practices for the Department of HLR, to form the foundation for future RIM implementation in other CAFN departments.
 - keeping CAFN citizens aware of legislation, policies, and procedures regarding archival management.
 - preparing and delivering presentations with respect to projects, plans, experiences, and archival management activities, as required.
 - liaising with the CAFN Governance Department and Information Technology (IT) staff to provide expert advice on archival issues and requirements for ongoing RIM issues and to ensure required systems are established for archival preservation of CAFN records for all departments and all formats.
 - assisting staff, citizens, researchers, and consultants in accessing archival materials.
 - reviewing and implementing recommendations from assessment reports provided by consultants.
 - supervising the work of staff engaged in work projects (i.e. staffing; developing workplans; assigning/reviewing work; providing orientation and training; establishing work priorities and standards; providing feedback/evaluations).
 - providing information to staff on acceptable archival and records management practices, issues and risks associated with their specific record management systems.
 - providing training and/or mentoring CAFN citizens in archival management and assisting with records and information management as part of capacity building.

4. Participates in updating archival software by:
 - addressing digital records issues, including server capacity and implementation of RIM preservation software.
 - developing and updating reference documents in electronic and paper-based format.

5. Performs other duties, such as:
 - liaising with a diverse range of internal and external contacts to keep abreast of archival management issues and activities.
 - participating and representing the Department at relevant hearings, conferences, and other gatherings,

as required.

- attending Management Committee (MC), Executive Council as a Whole (ECW), and Chief and Council (CC) meetings as requested, as well as the General Assembly upon request.

C. **Job Knowledge and Skills**

Education and Experience:

Master's degree in history, art history, library science, or records management is required. Preference may be given to those with a Master's degree in Archival Science. Considerable experience working in archives and/or records management within a government and/or corporate setting. Proficiency in MS Office is required. An equivalent combination of education, training and/or experience may be considered.

Job Knowledge:

- Knowledge of archival theory and methodologies for appraising, acquiring, and managing archival records
- Knowledge of records and information management
- Knowledge of applicable legislation, policies and procedures
- Knowledge and expertise in developing digital databases and other formats
- Knowledge of Yukon First Nations history, culture, and issues related to access, privacy and cultural considerations in managing archival records

Management Skills:

- Ability to plan and organize projects and activities
- Ability to schedule tasks to meet deadlines
- Ability to supervise, train and mentor staff

Specific Skills:

- Competent in MS Office applications (Word, Outlook, Excel, and Internet)
- Ability to research, analyze, and synthesize a wide variety of documents and information
- Possess well-developed oral and written communication skills, including good presentation skills
- Effective proposal and report-writing skills
- Attention to detail and accuracy and good record-keeping skills
- Ability to use database and information management systems
- Ability to receive feedback and guidance from Elders and other community members

Interpersonal Skills:

- Ability to take initiative, be self-motivated and work with minimal supervision
- Ability to work independently and in a team environment
- Ability to deal effectively with internal and external contacts
- Ability to maintain confidentiality while dealing with sensitive information

D. Decision Making:

The Director, Heritage, Lands and Resources establishes goals, objectives, and long-term priorities for this position with consideration of direction from the Management Committee and Chief and Council. The incumbent is expected to work independently in determining methodology and in accomplishing goals and objectives. Incumbent may choose between alternatives in solving a wide variety of problems common to the discipline but works within intent of program area.

In consultation with the Heritage Manager, the Archivist is responsible for assessing and advising on appraisal, selection, disposition, description, access and privacy issues; developing appropriate policies and procedures; and making expert recommendations to CAFN Managers for determining final dispositions for any access to CAFN corporate archival records in all formats.

E. Impact/Accountability:

The work of the position has direct impact on the effectiveness of CAFN's archival management program and influences the degree to which departmental personnel efficiently adopt best-practices and take full advantage of technology. It provides timely and accurate information and services to staff to ensure the continued usability of archival materials and ensures that security and operations of the Archives services are maintained. The work of the position is evaluated on archival management results, projects, and activities.

Impact of recommendations is significant in determining which records will be selected for permanent preservation, affecting long-term availability of, and access to, cultural and traditional information related to people, families, clans, beliefs, events and places, and documentary heritage pertaining to the history, development, and functions of CAFN including land claims negotiations, CAFN self-government and final agreements as modern treaties.

F. Positions Supervised:

- Casual and Project Term Employees, as required

G. Working Conditions:

The Archivist will work primarily in the Heritage spaces at the Da Kų Cultural Centre in Haines Junction, including the Centre's Archives Vault, as well as the basement storage room in the CAFN main Administration Building. Travel may be required between the archival office and various off-site project locations and/or to attend conferences and workshops.

There will be exposure to dust, dirt, pests and other contaminants (e.g. mold, mildew, etc.) when handling archival material. Masks and gloves can be worn to mitigate the hazards associated with these conditions.

There is a need to meet ad hoc deadlines (project work). The position's activities require concentrated attention to detail and involve working in tiring positions for extended periods of time. The position will be required to frequently lift, carry, push, and pull boxes or other materials weighing up to 20 kg each, occasionally by stairs. The position also periodically operates photocopiers, scanners, microfilm/microfiche readers/printers and audio-visual equipment.

CAFN Archival records include confidential, cultural, third party personal and business information pertaining to

Elders and other individuals and/or organizations and businesses; personnel and financial records; records pertaining to CAFN Government, other First Nations and other governments, legal opinions, treaty negotiations and agreements; and related information requiring understanding/application of appropriate access/privacy and confidentiality policies and procedures, and supervision of assistants.

H. **Conditions of Employment**

- Valid Yukon Class 5 driver's license
- Criminal Record Check
- Willing to work evenings and/or weekends, as required
- Willing and able to travel between CAFN offices and to other CAFN communities, when required
- Ability to lift and carry objects and materials weighing up to 20 kg.
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.



Director of Human Resources



Date



Director of Heritage, Lands and Resources

Sept 10 2021

Date



Senior Director of Nation Services

Sept 10 2021

Date

Employee

Date

