

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT
(CULTURE DIVISION – MUSEUMS AND HERITAGE PRESENTATION - LOCATION - 77 JAMES STREET NORTH, SUITE 305)

RECORDS CLERK (CULTURE) - CUPE 5167)

SUMMARY OF DUTIES

Reports to the Registrar Museums and Heritage Presentation Section. Picks up and moves artefacts and records; maintains filing system and location listings for Collections Catalogue.

GENERAL DUTIES

Maintains artefacts collection database filing system.

Maintains security of the artefacts.

Locates, retrieves and delivers artefacts and files to other sections/divisions.

Logs location of files; records daily activities.

Receives and answers routine inquiries from staff, other sections and divisions.

Lifts, carries and moves boxes of files and artefacts.

Reports maintenance and security deficiencies; answers security calls.

Performs preventative maintenance on shelving.

Directs temporary staff periodically on administrative matters.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated experience related to the duties listed above normally acquired through a combination of education and relevant work experience.
2. Previous experience in collection management would be considered an asset.
3. Must have a demonstrated proficiency in the basic use of and knowledge of Microsoft Word and Excel software.
4. Working knowledge of database software.
5. Working knowledge of museum collections information management database software would be considered an asset.
6. Ability to lift and move file boxes weighing approximately 40 lbs.

7. Manipulate boxes on ladder up to a height of ten feet.
8. Ability to relate well with employees at all levels.
9. Previous experience in records maintenance a definite asset.
10. Must hold a valid Class "G" Ontario Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
