

## POSITION DESCRIPTION

<b>Job Title:</b> Archivist	<b>Date:</b> September 12, 2006
<b>Department:</b> Collections	<b>FLSA Status:</b> Exempt
<b>Grade/Salary Range:</b>	<b>Emp Grp:</b>
<b>Supervisor:</b> Director of Archives & Records	<b>Approved By:</b>

### **Reporting Relationships:**

The Archivist reports to the Director of Archives and Records Services.

The Archivist supervises the Assistant Archivist, volunteers, interns and grant-funded archives staff.

### **General Responsibilities:**

The Archivist is responsible for supervising the regular day-to-day operations of the Archives section of Chester County Archives and Records Services (A&RS). The Archivist is responsible for administering the department in the absence of the Director of A&RS.

### **Specific Duties and Responsibilities:**

- Provide day-to-day supervision of all regular Archives activities and staff.
- Provide reference services to researchers in the archives, over the telephone, and through the mail and e-mail.
- Ensure broad public access to all historical materials in the Archives collections.
- Maintain order and arrangement of the Archives collection.
- Develop content for and maintain the Archives web site.
- Develop and implement policies and procedures for the care and use of the Archives collection, in consultation with the Director of A&RS.
- Develop and implement outreach efforts to increase public knowledge, awareness and use of Archives collections, programs and services.
- Work with other CCHS departments in integrating Archives resources into exhibits, educational and other public programming.
- Develop, plan and implement an on-going process to inventory, process, arrange, and describe materials in the Archives collection.
- Monitor the condition of the Archives collections and make recommendations to the Director of A&RS for their preservation and access.
- Develop work projects for volunteers and interns.
- Maintain records of archives projects, programs, and activities.
- Appraise and recommend collections and other materials to be accessioned into the Archives collection based on CCHS' collection development policy.
- Recommend and prepare Archives collections for microfilming.
- Conduct performance appraisals (in conjunction with the Director of A&RS) of each member of the Archives staff on an annual basis according to the schedule established by CCHS.

- Provide effective leadership and supervision of Archives personnel, volunteers, and interns.
- Work with the Director of A&RS to prepare, implement and monitor budget for the Archives as part of the CCHS budget process.
- Identify and pursue funding opportunities or support for on-going financial needs and/or special projects through gifts and grants. Coordinate all work in this area with the Director of A&RS and CCHS' Development Office.
- Participate in professional activities and organizations.
- Maintain contact and good relations with other regional or similar libraries, archives, and historical organizations.
- Represent the Society at professional functions or as assigned.
- Perform outreach activities relating to the Archives and CCHS by speaking at archival, historical, genealogical, educational, and other events.
- Participate in CCHS interdepartmental planning efforts.
- Other duties may be assigned.

#### **Accountabilities:**

- Provide effective supervision of the Archives section of the department.
- Ensure ongoing care of the Archives collection.
- Ensure the integration of the Archives into CCHS activities.
- Represent CCHS well to the County and to CCHS volunteers, members and the community at large.
- Adherence to applicable ethical standards for archives, e.g. Society of American Archivists.

#### **Qualifications:**

- Minimum bachelor's degree in history, American studies or other related field; M.A. or equivalent preferred
- Five years of related experience, including providing reference service and supervising professional and non-professional staff
- Self-directed and the demonstrated ability to handle multiple projects at once
- Must enjoy working with the public and have a strong commitment to customer service
- Excellent verbal and written communication skills
- Knowledge of archives theory and practice
- Intermediate computer skills in word processing and email software; experience in database design and maintenance. Experience in web maintenance.

#### **Work Schedule:**

This is a full-time position subject to CCHS flex schedule rules. Occasional weekend and evening hours will be required.

This position follows the County Holidays schedule.

**Special Requirements:**

Overtime and Weekend Work will be required.

Dress: Business Casual Daily; Business Attire will be required for some specific events.

Must be able to lift, maneuver or move up to 40 lbs.

Must speak, read and write English.

**Special Skills:**

Communication (written and verbal); “people skills;” knowledge of archives theory and practice; knowledge of regional history sufficient to provide service to researchers; planning, assessment and evaluation; knowledge of county government organization and records systems.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*