

POSITION DESCRIPTION

Job Title: Assistant Archivist	Date: September 12, 2006
Department: Collections	FLSA Status: Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: Archivist	Approved By:

Reporting Relationships:

The Assistant Archivist reports to the Archivist.

General Responsibilities:

The Assistant Archivist is responsible for providing reference services to the patrons of the Chester County Archives, caring for the collection of the Archives, and making the collection of the Archives known and accessible to the patrons of the Archives and the Chester County Historical Society.

Specific Duties and Responsibilities:

- Provide reference services to researchers in the archives, over the telephone, and through the mail and e-mail.
- Supervise answering all archives mail and e-mail including logging all incoming and outgoing mail; assigning mail to staff and volunteers; assuring mail is answered on-time, professionally, and accurately; and keeping all mail files in order, current, and weeded according to department guidelines.
- Assist with CCHS exhibits as requested.
- Maintain order and arrangement of the Archives collection.
- Arrange and describe records in the Archives collection according to accepted professional standards.
- Perform outreach activities to increase public knowledge, awareness and use of Archives collections, programs and services.
- Represent the Society at professional functions or as assigned.
- Other duties may be assigned.

Accountabilities:

- Ensure ongoing care of the Archives collection.
- Ensure timely and accurate responses to researchers' mail and e-mail.
- 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:

- Bachelor's degree in history, American studies or other related field
- Experience in an archives or library, with experience in reference work preferred

- 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
- Computer Skills: intermediate word processing and email skills, basic database skills.

Work Schedule:

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

This position follows the County Holiday schedule.

Special Requirements:

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

Must be able to lift objects up to 40 lbs.

Must be able to read, write and speak 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; 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.