

599506/14/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **ARCHIVIST**

DEFINITION

Under general supervision, to perform a variety of professional archival work; to supervise the daily operations of the Riverside Metropolitan Museum's archival collections; to provide assistance to technical staff and the public in maximizing the use of specialized historic resources; and to perform other related duties as required.

REPORTS TO: Museum Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Museum Director. May exercise technical and functional supervision over volunteers, para-professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plan, schedule, supervise, and participate fully in the day-to-day operations of a small sized work unit, participate in the development of work plans and goals; develop and administer section budget; make recommendations for future budget needs.
- Supervise the mechanical maintenance and physical upkeep of the section.
- Interview and select staff; schedule, assign, train, review, and correct the work of assigned staff including Museum Assistants and Interns.
- Interview, select, schedule, assign, train, and correct the work of volunteers.
- Perform a variety of professional tasks in a specialized function such as local history or archival processing and preservation.
- Develop special projects, programs, and services for clientele.
- Provide service to schools and community organizations within the community; attend community meetings and give presentations to community groups; serve on special committees and engage in public relations activities.
- Monitor budget for fund availability; select and requisition archival supplies, and office equipment and supplies.
- Research and prepare materials for grant applications on a local, state, or national level.
- Develop and maintain a subject area collection; enhance collection by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- Provide necessary maintenance, preservation, restoration, and collection records of specialized materials.
- Make decisions on the disposition of outdated materials within assigned subject area.
- Develop, implement, and conduct a variety of collection related educational programs and activities, including tours and instructional classes in area of specialty.

- Participate in the preparation and presentation of workshops and training for staff development.
- Prepare finding aids and special indexes; prepare exhibits.
- Respond to difficult or technical reference and information questions; assisting and instructing customers in making effective use of the collection.
- Supervise the completion of a variety of complex clerical duties.
- Direct and participate in the maintenance of various files and records; prepare regular and special statistical and narrative reports.
- Read professional publications.

QUALIFICATIONS

Knowledge of:

- Current techniques and methods of archival processing and materials collection, preparation, preservation, and exhibition.
- Principles and techniques for research, archival processing, classification, indexing, and organization of archival and historical materials.
- Modern office methods, procedures, and equipment; principles of record keeping and report writing.
- Computer equipment, spreadsheets, database programs, and word processing.
- Principles of personnel management including supervision, training, and performance evaluation.
- Principles of public relations.

Ability to:

- Work independently in the collection, processing, preservation, interpretation, and presentation of materials.
- Interview and select staff and volunteers; organize work; supervise, train, and evaluate assigned staff; work effectively with staff and volunteers.
- Plan, organize, and direct a specialized subject area.
- Perform complex reference assistance; assist customers in the location and use of library and archival resources.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate office machines, computers, and specialized equipment.
- Communicate effectively orally and in writing; prepare and present comprehensive and clear, oral and written reports.
- Promote interest in section services; develop and conduct archival educational programs and activities.
- Read and interpret complex written materials.
- Maintain physical upkeep of the section.
- Lift 20-50 pounds (as required of some positions).

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Master's from an accredited college or university with major work in archives management, historic resources management, history, local history or a closely related field

or

Experience: A Master's Degree of Library Science Degree with major work in archives management from an accredited college or university.

Two years of experience in the collection, preservation, interpretation and presentation of materials for Museum exhibits, and provision of access to original source archives.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Archivist

TO: Senior Archivist