



EAST CLEVELAND PUBLIC LIBRARY

ARCHIVIST

JOB DESCRIPTION

Job Title:	Archivist	FLSA Status:	Exempt
Reports To:	Public Services Manager	Grade:	25 PT
Department:	Public Services	Last Revision:	5/11/2017
Approved By:	ECPL Board of Trustees	Pay Range:	\$20.51-\$33.85

GENERAL SUMMARY:

Under the minimal supervision of the Public Services Manager, the Archivist, is responsible for the management, administration, development of, and overall maintenance of the Library Archive and Library Collections of the East Cleveland Public Library Archives.

ESSENTIAL JOB RESPONSIBILITIES:

- Serves as a positive member of the Public Services team by communicating effectively with colleagues and managers, providing effective customer service to the public and library departments
- Demonstrates a thorough and accurate understanding of archival standards and practices
- Appraises, organizes and processes archival collections
- Provides preservation of archival materials such as photos, videos, and audio recordings
- Compiles finding aids, reference guides, articles, statistics and reports
- Performs cataloging of archival collections per archival standards
- Provides archival reference and research services
- Engages in long and short range planning for archives
- Markets and promotes the Library archives
- Trains, oversees, and provides leadership to full and part-time staff, students and volunteers who are assigned to projects in archives
- Other duties as assigned
- Work will be performed in the Library, and additional work may be performed in a field environment, museum or office outside of the Library
- Moderate physical activity is periodically required, including the handling of average-weight objects and documents up to 25 pounds and standing and/or walking, stooping and/or bending for more than four (4) hours per day
- Reduce the backlog of incompletely catalogued items by 10% each year

- 100% of all donations and purchases fully processed in the year they are received
- Maintains and increases knowledge and skills through attendance at meetings, training seminars and in-service training sessions/workshops
- Serves on committees, as requested
- Attends staff meetings
- Flexibility in scheduling with regards to lunch breaks and length of workday, including weekends

QUALIFICATIONS:

Bachelor's Degree required in the Humanities, History, or a related field. MLS or equivalent preferred, but not required. Minimum of two (2) years professional experience required.

SKILLS:

- Attention to detail
- Knowledge of digital imaging and metadata standards, and the management of electronic collections
- Skilled in using Adobe PhotoShop and other image editing software, scanners, and inkjet printers
- Ability to communicate effectively, both orally and in writing
- Ability to analyze project requirements and prepare work estimates
- Experience with PhotoShop, MS Office

OTHER REQUIREMENTS:

- Attends staff meetings
- Serves on temporary committees, as requested;
- Assist patrons with carrying of books and other materials as needed
- Retrieves materials for the public, upon request
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs additional duties and assignments, as assigned
- Ability to lift 50lbs

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.

Employee's Signature

Employee's Name (Print)

Date