



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 906.2

Job Title: **ARCHIVIST I**

Pay Grade: 16

GENERAL SUMMARY:

Performs professional library/archival work. Assists in the collecting and accessing of archival materials. Provides professional reference services and dissemination of information to library patrons.

RESPONSIBILITIES:

- Performs Archival Collection Development under the general direction of the unit manager.
- Processes, organizes, and identifies archival materials through proper sorting, preservation, cataloging and storage.
- Creates inventory/index guides for processed collections.
- Provides reference services for library patrons and other libraries including phone questions and in-person requests that range from ready reference to in-depth research, and may require use of on-line databases.
- Interprets and teaches use of basic indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Conducts tours and plans special exhibits and programs.
- Assists, as required, with the editing, publishing and distribution of library publications.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires an ALA accredited Master's degree in Library Science or a Master's in History or another related field. No experience required.

OR

Requires a Bachelor's degree plus 18 hours toward an ALA accredited Master's degree in Library Science or 18 hours toward a Master's in History or another related field and one year of experience in archival processing, archival collecting, historical research, reference, programming, or a related field. A Master's degree must be completed within two years from being hired into this classification.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATION: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Archivist I
Archivist II
Archivist III
Archivist IV

Effective: October 1990

Revised: April 2017