CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 906.3

Job Title: **ARCHIVIST II**

Pay Grade: 21

GENERAL SUMMARY:

Performs professional library/archival work. Assists in researching, acquiring, cataloging, and preserving archival materials. Provides reference services for library patrons, cataloguing, collection management, and Readers' Advisory.

RESPONSIBILITIES:

- Performs Archival Collection Development under the general direction of the unit manager.
- As Senior Reference Archivist, provides reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches use of complex indexes, directories, guides, business services, government documents in response to clients' information needs.
- Processes, organizes and arranges collections in accordance with professional standards and the context of their creation and use.
- Locates and acquires archival materials including printed materials, photographs, tapes, etc.
- Processes and catalogs archival materials through proper preservation, mounting, and storage.
- Provides public liaison activities including public lectures, media appearances, and interviews.
- Provides editing services for library publications, as required.
- May supervise or lead staff, including scheduling and evaluation.
- Performs miscellaneous tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE AND EXPERIENCE:

Requires an ALA accredited Master's degree in Library Science or a Master’s degree in History or a related field and one year experience in archival processing, archival collecting, historical research, reference, programming, or a related field.

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 a related field and two years 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.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
May perform lead or supervisory duties involving scheduling, evaluation of work as a 'first-line supervisor' recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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 simple gross motor responses within large tolerances.

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: October 2025