CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 906.4

Job Title: **ARCHIVIST III**

Pay Grade: 23

GENERAL SUMMARY:

Performs professional library and archival work. May supervise or lead the daily operations of a Special Collections library as the Lead Archivist and may also serve as the Assistant Manager.

RESPONSIBILITIES:

- Assists Unit Manager to oversee collection management and determine unit task priorities, monitors collections for problems regarding preservation or research access.
- May supervise or lead day-to-day operations of unit, leads unit staff, and assigns projects and duties to staff.
- Participates in the allocation of assigned budget and monitors expenditures.
- Assists in evaluating collections and negotiating with prospective donors; coordinates exhibits and other outreach activities.
- Trains staff and volunteers in archival methods and ensures that professional archival standards are met.
- Coordinates computerization of archival cataloging and finding aids.
- As Senior Reference Archivist, may provide reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches the use of complex indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Performs administrative tasks as assigned.

SPECIFICATIONS:

KNOWLEDGE:
Requires an American Library Association accredited Master's degree in Library Science or a Master’s in History or a related field.

EXPERIENCE:
Three years of experience in archival processing, archival collecting, historical research, reference, programming, or a related field are required, including one year of lead experience.

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

SPECIFICATIONS: (continued)

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 serve as team lead or supervisor. Involves scheduling, evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:
May involve supervision and evaluation of work as an Assistant Manager or the equivalent.

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