CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 906.5

Job Title: **ARCHIVIST IV**

Pay Grade: 25

GENERAL SUMMARY:

Supervises the daily operations of the Archives and Manuscript Department.

RESPONSIBILITIES:

- Establishes goals and evaluates section performance; develops and evaluates subordinates.
- Supervises the collection, preservation and accessibility of archival material.
- Establishes policies and procedures for unit operations.
- Organizes and directs community outreach programs and develops public awareness of archival resources.
- Coordinates collection efforts and cooperation on an inter-institutional basis.
- Serves as Editor of the Houston Review and any other publications produced by this department; formulates publication policy and standards; manages article and theme selection and solicitation.
- Serves as advisor and consultant on various City, county and library commissions and committees including the City's Archaeological and Historical Commission.
- Assists in budget preparation and monitors expenditures; prepares management and informational reports.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of experience in archival processing, collecting, or research, historical research, library systems, or a closely related field are required, including two years as a lead or supervisor.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

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:
Involves scheduling, supervision and evaluation of a small number of direct reports in a specialized area. This position has input as it pertains to personnel actions such as hirings, terminations and pay changes.

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: December 1992
Revised: October 2025