



City of Irving Job Description

Archivist

FLSA Status:	Non-Exempt	Job Department:	Arts & Culture
Job Code:	03272	Reports To (Job Title):	Archives Coordinator

PURPOSE

To assist in setting goals, establishing priorities, and developing policies for the Irving Archives; to expand and maintain the Irving Archives by identifying, collecting, processing, preserving, publicizing, and providing public access to the historical records and information; and, to serve as a docent for the Ruth Paine House Museum, and, when needed, at the other City museums.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist in budget planning, purchasing, and all day-to-day operations of the Archives.
- Identify and collect historical records produced by the City government, residents, and former residents of Irving, and by others who have information pertaining to the history of Irving, its citizens, and its predecessor communities.
- Assist with administering, monitoring, and coordinating of the Archives' budget.
- Create electronic inventories of records and develop aids to assist the public and staff in searching the collections.
- Assist researchers and answer reference questions in person and via telephone, e-mail, and mail.
- Arrange and describe records and collections so as to make them usable to the staff, the public, and other researchers.
- Serve as a docent for Ruth Paine House Museum tours, and, when needed, at the Jackie Townsell Bear Creek Heritage Center or the Mustang Museum.
- Drive the tour van for Ruth Paine House Museum tours.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Create exhibits highlighting areas of the Archives' holdings as a means of community research, making the public aware of the Archives' mission and encouraging them to donate historical material.
- Conduct oral history interviews with current and former elected officials, Irving citizens, and others knowledgeable of the history of Irving.
- Train and supervise interns and volunteers.
- Select, order, and maintain necessary supplies.
- Attend staff, board, and committee meetings for various City groups.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A Master's degree in History with a concentration in Archival Administration.

EXPERIENCE

- Experience in processing collections, exhibit development, and working with the public *preferred*.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's license.

KNOWLEDGE OF

- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Archive Management: Principles and processes in the appraisal, collection, processing, describing, and preserving of archival and oral history records.
- Computer Usage: Computer hardware and software applications.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Library Operation: Principles of basic library operation, including reference services.
- Media Relations: Processes, techniques, and strategies for obtaining media coverage.
- Municipal Operations: Current social, political, organizational, and economic trends affecting the City.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentation.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.

SKILLS AND ABILITIES IN

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Exhibit Preparation: Preparing photographs, documents, and labels for exhibits, which includes cutting, matting, mounting, encapsulating, and preserving the material in the exhibit.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Mechanical/Technical: Safely operating diverse equipment, including computers, printers, tape recorders, slide projectors, fax machines, cameras, microform readers/printers, and scanners.
- Planning: Sensing the environment and setting goals and objectives.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Teaching: Conveying new concepts and confirming comprehension by the listener(s).
- Written Expression: Communicating information and ideas in writing so others will understand, including via reports, articles, and columns.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Volunteer Management: Training, Motivating, and overseeing volunteers and interns.
- Inquiry/Probing: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct an effective interview.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

The position requires regular interaction with internal contacts. City departments donate material to the Archives and work with the Archives on various projects.

Regular contact with the public is a large part of the job. This position must meet with members of the public to tell them about the Archives' activities, as well as when they are donating material to the Archives. The public is also engaged through group presentations about the history of Irving, during oral history interviews, and through responding to any research questions they pose to the Archives.

EQUIPMENT AND PROPERTY

This position requires use of a computer and monitor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee frequently is required to balance, carry, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, reach, see, sit, stoop, talk, and/or walk. Occasionally, s/he is required to climb, crawl, drive a vehicle, smell, and/or stand. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to confining work space, dirty environments, high and precarious work places, and/or improper illumination. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.