



## City of Irving Job Description

### Archives Coordinator

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| <b>FLSA Status:</b> | EXEMPT | <b>Job Department:</b>         | Arts & Culture |
| <b>Job Code:</b>    | 03191  | <b>Reports To (Job Title):</b> | Museum Manager |

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#### **PURPOSE**

Collect and preserve city government and personal documents with historic value pertaining to the City of Irving and its residents; arrange the documents into useable collections for research purposes for current internal and external customers and for those in future generations; work with the City of Irving Museum Advisory Board on the operation and development of Irving's museums.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Set goals, establish priorities and develop policies for the Irving Archives.
- Identify historical records produced by the City government, by residents and former residents of Irving, and any groups or organizations that have information pertaining to the history of Irving, its residents, and its predecessor communities.
- Collect historic records and organizes them into coherent collections for use by researchers and ensure proper preservation of the collections.
- Assist researchers and answer reference questions in person, on the phone, and by email.
- Create historical exhibits to serve as outreach to the community.
- Conduct oral history interviews.
- Serve as a liaison to the Irving Museum Advisory Board.
- Stay current on the latest ideas and innovations in the Archival field.
- Manage the Archives' budget.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Supervise and train Archives' volunteers.
- Attend local history organizations' meetings and functions to enhance cooperation with the historical community.
- Give Irving and area history presentations to interested groups.
- Prepare statistical reports.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision- Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

## **FINANCIAL RESPONSIBILITY**

Assists in preparing the Archive's budget; has complete control over budget expenditures; manages a P-card with a daily limit of \$500 and a monthly limit of \$5,000.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Masters of Arts in History (preferably with Archival Concentration).

### **EXPERIENCE**

- At least three (3) years of archival experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None, but membership in the Academy of Certified Archivists would be beneficial.

### **KNOWLEDGE OF**

- Understanding of how to conduct historical research using primary sources.
- Customer Service and Donor Relations: Principles and processes for providing customer and personal services including a desire to help customers; additionally, technique for dealing with donors and researchers.
- City of Irving Content Management System for editing of Archives' webpage.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite programs.
- Regional Knowledge: Irving and the area's history.
- Context of historic events.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail with numbers, words, and ideas, as well as in conducting research.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing *creative* ways to solve a problem.
- Exhibition Creation: Planning, researching, and constructing interesting historical exhibits.

- **Research:** Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- **Active Listening:** Listening to what others are saying and asking questions as appropriate. Relevantly, donors must feel comfortable that their personal donations will be well regarded.
- **Multi-tasking:** Performing a variety of diverse duties simultaneously.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches, especially when analyzing documents and their potential historical value.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand; creating clear understandings with donors regarding their donations.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences, which is important to clearly understand what a visitor or researcher is researching.
- **Self-Management:** Working independently and without close supervision.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **OUTSIDE CONTACTS**

This position interacts with members of the city staff from multiple departments; also interacts with Museum and other board members, volunteers, members of various clubs and organizations, and members of the public in groups or individually. Contact is in person, by phone, and by email.

## **EQUIPMENT AND PROPERTY**

Computers; cameras; tape recorders; fax machines; copiers; printers; scanners; laptop computers; projectors; telephones; two and four wheel dollies; ladders.

## **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 is required to listen, see, talk, reach, stand, sit, walk, balance, grasp, carry, and handle while providing customer service. Frequently, s/he is required to feel, kneel, stoop, push, and pull. S/he is occasionally required to lift up to 30 lbs, and drive a vehicle. At times the employee is required to climb, crawl, and lift up to 40 lbs.

## **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 is sometimes exposed to a dirty environment while gathering documents from storage buildings and attics. During visits to collect records, the employee is exposed to weather conditions. In certain circumstances, the employee must make decisions affecting the safety of him/herself and others.

\* 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.