

ARCHIVIST

Definition

Under general supervision, to preserve and promote access to local history collections using professional library and archival techniques; to recommend and implement programs, policies, and procedures to improve local history collection development, preservation, security, and promotion; and to do related work as required.

Examples of Duties

Evaluates, organizes, preserves local history book, periodical, pamphlet, map, photograph, manuscript, audiovisual and other collections; describes and/or catalogs local history materials in accordance with appropriate library and archival standards; creates indexes and other finding tools for local history materials using appropriate computer technology; develops, implements, and evaluates programs, policies and procedures for immediate and long term conservation of local history collections, including disaster preparation and response; evaluates local history collections based on Library policy and user needs; identifies appropriate resources which are available for acquisition; encourages donation of personal and organizational records; trains library staff and customers in handling archival materials; develops and presents educational workshops; promotes awareness, use and support of the California History Room in the community; develops and maintains cooperative relationships with other local history organizations; assist library customers in selecting and using local history materials; supervises California History Room volunteers.

Employment Standards

Education and Experience

Any combination equivalent to a master's degree in archival studies, history, or library science from an accredited institution, with course work and/or professional experience in archival standards and practice.

Knowledge and Abilities

Knowledge of: Modern library and archival principles and procedures, including legal issues related to the acquisition of historical material and methods of processing and organizing archival collections. Knowledge of archival and local history materials including books, periodicals, pamphlets, manuscripts, letters,

maps and photographs; knowledge of storage and conservation issues, and techniques for these formats.

Ability to: set priorities and develop short and long-range collection management plans; ability to develop and present training programs; ability to communicate effectively orally and in writing; ability to catalog local history materials in USMARC format. *Desirable:* General knowledge of California and/or Monterey area history.