

Eastern Shore Public Library & Heritage Center

Job Title: Archivist

Department: Heritage Center

Supervisor: System Director

FLSA Status: Exempt

Prepared Date: September 2024

Summary

Manage all aspects of accessioning, processing, and describing the Heritage Center's archival materials by performing the following duties:

Essential Duties & Responsibilities

- Accessions, organizes, processes, describes, and stores the Heritage Center archival collections using standard archival procedures and best practices; prepares deeds of gift and acknowledgments.
- Creates finding aids and writes collection spotlight articles for website.
- Develops Heritage Center policies for Director and Trustee approval and oversees implementation.
- Promotes community engagement; develops public history programs; prepares exhibits and outreach materials; and participates in outreach events.
- Performs preservation and conservation work as needed; performs conservation assessments of collection materials.
- Maintains accuracy and consistency of the Heritage Center's collection management system through appropriate data and metadata management.
- Assists Reference Manager in providing local history and genealogical research assistance.
- Coordinates with the Reference Manager in the selection, assessment, weeding, and inventory control of local history resources in the Eastern Shore Room and the circulating collection; consults with a volunteer advisory team on the collection and local history in general.
- Creates records for digitized items in PastPerfect. Trains staff and volunteers for digitization projects; develops and oversees digitization projects.
- Manages the Heritage Center oral history initiatives; identifies and interviews appropriate subjects; performs post-interview processing.
- Responsible for the preservation-sensitive handling, storage, retrieval, and usage of the ESVA Heritage Center local history collections.
- In collaboration with System Director and Reference Manager, consults with donors of local history materials and makes acquisition decisions.
- Ensures self and other staff that work with Collections are educated in the basic care and handling of materials and disaster recovery procedures.
- Trains and supervises specialized staff that assist processing collections.

- Represents Library and Heritage Center in the Eastern Shore Museum Network, local history consortiums, and maintains relationships with representatives in other local history organizations in the region to promote the visibility of the Collections, planning future services and resources, and organizational support.
- Assists with gathering collection and circulation related statistics and report generation.
- Participates in ESPL staff meetings, in-service trainings, and cooperative projects with other staff and volunteers.
- Assists in grant writing.
- Pursues training and development and continuing education opportunities; stays current in best practices; strives to continuously build knowledge and skills.
- Other duties as assigned.

Supervisory Responsibilities

This position may supervise part-time staff, interns, and/or volunteers as necessary.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree preferred in archival management, public history, museum studies, or library science from an accredited college or university, or a combination of college courses and equivalent experience.
- Three to five years of library, archive, and/or museum work experience.
- Knowledge of U.S. and Virginia history and culture, especially that of Accomack and Northampton counties, their local records, government, and geography.
- Demonstrated ability to communicate effectively orally and in writing, to interact with a diverse constituency, to reason effectively, and to make decisions according to policy and procedures.
- Working knowledge of collection management software such as PastPerfect, ESPL circulation programs, internet browsers, and the Microsoft Office software suite.
- Ability to work some nights and weekends.

Competencies

To successfully perform the duties of this position, an individual should demonstrate the following competencies:

- Demonstrates required technology skills; adapts to new technologies, troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

- Competent in required job skills and knowledge; exhibits ability to learn and apply new skills, requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Ability to work effectively as a team member and excellent interpersonal skills.
- Seeks feedback to improve performance; pursues continuing education training and development opportunities, strives to continuously build knowledge and skills.
- Uses reason and experience to complement available data in decision making.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, works well in group problem solving solutions, uses reason when dealing with emotional topics.
- Exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, makes timely decisions.
- Coordinates projects, communicates changes and progress, and completes projects on time.
- Meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Uses time efficiently and completes work in a timely manner.
- Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is regularly required to talk and hear.
- The employee is frequently required to sit and use hand and fingers to handle or feel. The employee is occasionally required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet, although occasional events and programs may result in loud noises. The work environment is climate controlled although some programs and outreach events that employee may participate in are held outdoors.

Employee Signature

Date