



Job Title	Archivist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	1	Job Code	17701

Class Specification – Archivist

Summary Statement: The purpose of this position is to perform museum archive document operations and activities for the Colorado Springs Pioneers Museum.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Establish collection priorities; collect, interpret and preserve all paper, manuscripts, photographic, book, and multimedia collections in the museum; research and pursue possible acquisition of archival materials. Respond to research requests from the general public, researchers and museum staff; coordinate the ordering, billing and processing of photographic reproduction requests. Collect, preserve and manage the CSPM digital repository; collaborate with the Registrar and collections staff to ensure that the repository and related discovery systems meet of the CSPM standards.
25%	Assist with exhibit processes; contribute to museum’s digital humanities projects; access resources available through archives, repositories, libraries and museums. Review all archival donations; assures proper conservation and storage of all collection; maintain proper environmental and storage conditions necessary to preserve photographs and films; monitor and protect artifacts from improper handling, light, heat and humidity. Create and maintain policies and procedures guiding both analog and digital preservation practices. Oversee archival projects including digitization, rehousing, conservation, and storage improvement.
20%	Direct, coordinate, supervise and participate in special programs administered by the CSPM. Provide access to archival collections by creating finding aids, inventories, and metadata descriptions. Create and maintain PastPerfect records for each item of collection; maintain department’s webpage and social media pages. Provide assistance and professional advice to the general public, regional, state and national institutes on the management and care of papers, books and photographs. Promote a better understanding of local/regional history through programs and workshops. Represent



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	the museum with local, regional and national professional organizations; maintains membership in professional societies.
15%	Collaborate with departments within the museum and city, such as Education, Communications, IT, and Parks. Ensure current CSPM care and handling procedures are enforced. Supervise and train staff, interns, students, volunteers.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in art, history, anthropology, museum studies, or a related field.	
Experience: Three years of full-time museum archival experience, or related.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2018