

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** ARCHIVES SPECIALIST

**Reports To:** Designated Supervisor

**UW Job Code:** 5238

**UW Job Family:** 3D – Media/Communications/Art

**SOC Code:** 25-4011

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 8-1-95 (revised 7-1-02; 9-5-03; 7-1-04; 7-1-08)

### **JOB PURPOSE:**

Perform paraprofessional archival duties requiring working knowledge of archival science theory and practice to organize, describe and make accessible historical materials requiring independent judgment under limited supervision.

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

- Search national and local bibliographic databases to find information for cataloging or assisting researchers.
- Input information according to national and local archival and bibliographic standards into national electronic databases.
- Oversee reading room operations assisting researchers in locating material appropriate to research needs and ensuring security of materials.
- Apply basic preservation techniques to protect historical materials from loss or damage according to prepared plan and in keeping with accepted practice and current theory.
- Arrange and describe selected collections of historical materials for research use as directed.
- Maintain records ensuring accuracy and consistency.
- Perform specific duties according to assigned position including accessioning, preservation monitoring, customer billing, collection maintenance, or exhibit curation and production.
- Supervise student or volunteer workers.

### **SUPPLEMENTAL FUNCTIONS:**

- Participate in outreach functions including leading tours, preparing instructional materials, instructing researchers, curating exhibits, and hosting public events.
- Assist with special projects, as directed.

## **COMPETENCIES:**

- Attention to Detail
- Consistency
- Work Tempo
- Independence
- Quality Orientation
- Innovation

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Archival concepts, methodology, and techniques.
- Archival and related cataloging system(s).
- Principles, methods, and practices of archival management and services, including archival outreach and promotion.
- Historical contexts governing archival operations.
- Descriptive cataloging principles, USMARC format and archives use of the Internet.
- Encoded Archival Description (EAD) and HTML.
- Automated storage and retrieval systems, electronic records, and electronic publication.
- Professional ethics and laws relating to archival management.
- Basic document preservation and holdings maintenance practice.
- Collection development needs, methods, and practices related to a university research library.

Skills and Abilities to:

- Interpret various community interests and needs as they relate to providing appropriate archival services.
- Establish and maintain effective working relationships with other employees, public officials, collection donors, professional groups, community organizations, researchers, and scholars.
- Effectively communicate, both orally and in writing.
- Move up to 50 pounds occasionally.
- Interpret and evaluate client informational needs and determine appropriate alternative solutions.
- Communicate technical information to non-technical personnel.
- Develop and maintain indices, bibliographies, and other reference guides and materials.
- Create, compose, and edit written materials.

- Assess objectives and operational requirements and develop and implement suitable operational policies and/or procedures.
- Maintain composure in the face of occasionally hectic pace or competing demands.
- Foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort; combined standard office and storage environment. Occasionally subjected to dust, mold and confined spaces; regularly reaches low or high to place or remove materials from shelves; may climb ladders.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.