Job Description

Job Title:	Librarian (Archivist)	**Grade:**	K
Department:	Library Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Under minimal direction, the archivist is responsible for the management, administration, and development of the Central Piedmont Community College Archives.

Characteristic Duties and Responsibilities:

1. Demonstrates a thorough and accurate knowledge of archival standards and practices.
2. Appraises, organizes and processes archival collections.
3. Provides preservation of archival materials such as photos, videos, and audio recordings.
4. Compiles finding aids, reference guides, articles, statistics and reports.
5. Performs cataloging of archival collections per archival standards.
6. Provides archival reference and research services.
7. Engages in long and short range planning for archives.
8. Markets and promotes the college archives
9. Trains, oversees, and provides leadership to full and part-time staff, students and volunteers who are assigned to projects in archives.
10. Other duties as assigned.

Additional Job Duties:

1. Explains policies and procedures to faculty, staff and the public.
2. Provides outreach and instruction to the college community.
3. Collaborates with other units throughout the college on archives-related projects.
4. Stays abreast of archives and library issues and trends.
5. Develops displays that highlight archival materials and engage the campus communities.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. April 2012

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Reporting Relationships:

Direction Received: Reports to the Assistant Director- Public Services

Direction Given: Supervises volunteers and work-study students

Minimum Requirements:

Master of Information Studies (MIS) or Master of Library and Information Studies (MLIS) (or equivalent) from an ALA-regionally accredited institution with three years professional experience as an archivist; or a Master's degree in History/Public History with coursework in archival administration, plus five (5) years professional experience as an archivist. Demonstrated knowledge of EAD, DACS and other archival standards; archival preservation principles and practices; and records management principles and practices. Demonstrated experience in developing, implementing and administering policies in an archives or special collections unit.

Preferred Qualifications:

- Strong organizational skills and the ability to manage and prioritize multiple tasks and projects
- Attention to detail
- General office experience with knowledge of office equipment, for example, computers, scanners, and audio recording devices
- Software knowledge, especially MS Outlook, MS Word, MS Excel
- Experience with digital archives

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of archival theory, methodology, issues, and trends
- Knowledge of standard archival policies and procedures for use, access, and preservation
- Knowledge of archival descriptive standards, especially DACS, EAD, and Dublin Core
- Knowledge of archival reference tools and procedures
- Knowledge of records management issues and practices
- Provides high-quality reference services to students, faculty, and staff; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge in interpreting policies and procedures
- Demonstrates competencies in using computers, office applications, and library and archives related software
- Proficiency with web design, web authoring tools, and markup languages, especially HTML/XHTML and XML

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- Ability to work well with individuals with diverse backgrounds
- Ability to work independently and self-direct projects
- Excellent customer service skills
- Strong technology skills
- Trains students, faculty, and staff in the use of archival resources
- Demonstrates ability to stay abreast of changes to archives technology and standards

Working Conditions:

Indoor environment conditions; infrequently lifting and carrying objects up to 50 lbs.; infrequently pushing loaded book truck weighing up to 300 lbs.; infrequently pulling, pushing, reaching overhead, kneeling, stooping, bending at the waist, and climbing

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