



USC University of Southern California

Archivist Job Description

JOB INFORMATION

Job Code:	141021
Job Title:	Archivist
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Library Services
Job Family Group:	Libraries
Management Level:	6 Supervisor

JOB SUMMARY

Plans, administers, oversees and undertakes the appraisal, arrangement, description, cataloging, preservation, and maintenance of primary source collections in a variety of formats and subjects. Creates a finding aid for each collection that includes biographical and/or historical background information, a summary description of collection, series and arrangement information. Serves as key public services liaison for archival collection(s) providing professional expertise in field and consultative services to patrons and/or consumers of education, instructional, photographic media and/or reference materials collection(s). Oversees and undertakes maintenance and update of electronic database of holdings. Supervises staff and student workers.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Considerable specialized knowledge of contemporary archival and records management principles and practices.
X		Knowledge or background in preservation management.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal, project management, analytical and research skills.
X		Requires computer skills and ability to work with electronic records and databases.
X		Experience utilizing digital reproduction technologies such as scanners and digital cameras for preservation.
	X	Experience as an archivist or special collections curator.
	X	Training and experience in conducting research in primary and secondary sources.
	X	Supervisory ability and experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Archivist Certification (ACA)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees and undertakes the appraisal, arrangement, description, and cataloging of primary source collections for unpublished materials, such as manuscripts, photographs, business records, correspondence, audio and/or visual media, prints, maps, films, ephemera, costumes, coins and other artifacts. Plans, administers and analyzes usage of collection(s). Makes improvements to the physical and digital organization of the collection(s), as needed.				
Analyzes, evaluates, describes, and catalogs collections of many different formats for the benefit of researchers and the public. Creates a finding aid for each collection that entails writing abstracts, biographical or historical background information, a summary description of collection, series and arrangement information in conjunction with processing and cataloging collections.				
Directs activities of staff and student workers engaged in arranging and cataloging of materials. Directs filing of selected documents. Demonstrates techniques, equipment or procedures to staff and student workers. Plans and facilitates training sessions on archival procedures and processes.				
Supervises all assigned subordinate staff. Recruits, screens, interviews, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and disciplines employees as required.				
Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Ensures staff and student workers are adequately trained and cross-trained to promote continuity of operations during vacations and extended absences.				
Conducts research on topics or items related or relevant to collection(s). Identifies references and becomes versed in field in order to describe the collection accurately when creating finding aid report. Records the origins and historical significance of archival materials.				
Develops, modifies, and implements operational procedures for the collection. Interprets policies and procedures and makes exceptions as needed.				
Has responsibility for receiving, inventorying, cataloging, and shelving or storing all new acquisitions according to professional standards. Determines and implements records storage and indexing solutions. Ensures that electronic catalog is current and accurate. Ensures inventory, reconciliation, and organization of data and reports for collection is completed on a regular basis concerning the location and condition of the collection.				
Oversees and undertakes the preservation and maintenance of primary source collections for unpublished materials, such as manuscripts, photographs, business records, correspondence, audio and/or visual media, prints, maps, films, ephemera, costumes, coins and other artifacts. Analyzes and evaluates records for preservation and retention. Directs activities of staff and student workers engaged in safekeeping of valuable materials and directs disposition of materials.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees basic repair and preventive preservation for paper records. Identifies ways of protecting and preserving collection(s). Preserves records by identifying endangered materials and level of conservation work needed.				
Selects and edits documents for publication and display, applying knowledge of subject, literary expression, and presentation techniques.				
Works with library exhibition staff with exhibition development and research as needed.				
Ensures that collections are available to researchers or for exhibitions, publications, broadcasting, and educational programs. Responds to requests for information concerning collection. Determines how to handle problematic requests and/or cost for a particular access request or collection item. Deals with restricted access to collections or parts of collections and consults with Office of General Counsel regarding intellectual property issues, as needed.				
Serves as key archivist for collection(s) providing consultative services to patrons and/or consumers of educational, instructional, photographic media and/or reference materials collection(s). Advises faculty, scholars, students and others conducting research on how best to access, use and interpret archives. Identifies and provides faculty, scholars and students available research materials and information according to knowledge and familiarity with specific archival collection(s) that is relevant to researcher's or patron's needs. Interprets collection for users. Instructs patrons on the proper handling of materials.				
Plans and coordinates educational and public outreach programs to enlist support, attract interest in and broaden use of collection(s) such as tours, workshops, lectures, and classes.				
Serves as liaison between school or department and other university departments on matters concerning collection(s). May make presentations to classes and/or other groups to explain purpose and uses of collection(s), as needed.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.