

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: Archivist/ Librarian

Department: Collections

Direct Supervisor/Manager's Title: Director of Collections

Grade: N2

FLSA Status: Non-Exempt

Full-time/Part-time: Full-Time (40 hours)

Date Prepared/Revised: 13 June 2017

I. JOB SUMMARY

The Archivist/Librarian collects, organizes, and maintains control over a wide range of primary sources in many formats, creates finding aids in compliance with professional standards, and digitizes and encodes primary sources and their metadata to make them available online to researchers and the general public. As part of the Collections Department team, the Archivist/Librarian evaluates potential acquisitions, provides research assistance in the use of archival materials, and helps develop policies and/or procedures to manage these collections. The Archivist/Librarian is responsible for the acquisition, disposition, organization, access to, and safekeeping of archival materials. Also acts as the resource person for digitization, digital asset management and copyright issues, and oversees the image permissions and reproduction program. Must work well with others and demonstrate cross-cultural awareness with commitment to advancing diversity and inclusion opportunities. Additionally, must be capable of performing library tasks, including researching, writing and editing material for LibCat, ability to fulfill interlibrary loans through the Resource Sharing function of OCLC, serving as the primary contact with the Rochester Regional Library Council, and responding to reference requests from staff and public as needed.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Organizing, shaping, and providing access to archival collections	50
Responsible for interlibrary loans, responding to reference requests from staff and public as needed, and other basic library functions	30
Furthering digital archives program: responding to image requests, digitizing source material, encoding metadata, and uploading digital assets to LibCat	15
<i>Other duties as assigned</i>	5

III. JOB DIMENSIONS

Position requires: a knowledge of archival concepts, methodology and techniques; ability to establish procedures for traditional and digital archival collections; ability to convert analog collections into digital formats; performing research, identification and evaluation of potential archival collections; ability to prepare descriptions and finding aids; developing and implementing procedures for the acquisition, processing and preservation of archival materials; performing outreach in the acquisition, interpretation, and sharing of collections, being especially good at working with others in cross-cultural environments; and providing friendly, engaging and informative experiences for the visitor both in person and electronically through LibCat and OCLC resource sharing.

IV. SUPERVISORY RESPONSIBILITIES:

Direct supervision of volunteers and interns on an as-needed basis.

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to utilize Microsoft office products, company email, OCLC, Mimsy XG, and TLC/Aquabrowser software.

Ability to use business machines such as personal computer, printer, scanner, calculator, copy machine, facsimile, and phone.

Mental Activity:

Language skills – Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions from groups of employees, managers, vendors and customers.

Mathematical skills – Ability to count, add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions.

Reasoning ability- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables.

Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent. (Cannot necessarily change policies, yet has latitude to make decisions within broad, non-specific policies.)

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with a variety of abstract and concrete variables.

Physical Activity: While performing the duties of this job, the employee is regularly required to sit; walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the noise level in the work environment is usually quiet. While performing the duties of this job, the employee occasionally works with mechanical parts/equipment.

VI. QUALIFICATIONS

Education/Experience Requirements: Bachelor's Degree and Masters degree in Library or Information Science and one year of related library, archives, or museum experience or an equivalent combination of education and experience processing archival collections, managing digital assets, and writing finding aids.

Skills/Competency Requirements:

- Knowledge of archival and preservation concepts, methodology, and techniques including archival collections management systems and databases with demonstrated experience of digital file formats and related preservation standards.
- Experience with automated storage and retrieval systems, electronic records, and electronic publications.
- Experience with converting analog materials to digital formats, including an understanding of metadata for digital objects.
- An understanding of copyright and rights management issues as well as a familiarity with archival ethics and laws relating to archival management.
- Experienced in creating and editing written materials.
- Skilled in Mac and Windows-based operating environments with an experience of working with digital asset management software systems such as Mimsy and LibCat.
- Ability to develop and maintain finding aids using contemporary tools in accordance with national standards
- Knowledge of best practices for the arrangement, description, and preservation of photographic collections.
- Excellent organizational skills including accuracy and attention to detail.
- Skilled in organizing resources and establishing priorities.
- An understanding of research methodology and skill in providing research assistance.
- Ability to assess objectives and operational requirements and to develop and implement suitable operational policies and/or procedures.
- Excellent interpersonal, oral and written communication skills with the ability to work either individually or in a team working with clients, museum staff, interns, and volunteers.
- Especially motivated, adaptable, and skilled in working with others in cross-cultural environments.
- Knowledge of customer service standards and procedures.
- Knowledge of library theory, concepts, methods, and techniques and basic library standards and procedures.
- Skill in searching and maintaining online and other electronic retrieval systems such as OCLC.
- Ability to help identify and secure alternative funding through grants and other revenue sources.

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.