

Sul Ross State University
Revised Position Description

Official Title: Archivist **Salary Group:** Unclassified 2 **Job Code:** 3250

Summary

Function: Provides professional services for the care and management of the Archives of the Big Bend.

Scope: Responsible for the planning and management of all archival activities and services.

Duties

Essential: Develop and implement policies and procedures pertaining to all aspects of operation of the Archives. Work cooperatively with appropriate Library staff to ensure coordination of collection development and technical applications. Participate in Library and campus committees, professional organizations, and the academic community. Establish and maintain relationships with donors. Encourage potential donors to consider the Archives as the depository of choice for appropriate materials. Ensure that Archives services are known and accessible to a culturally varied and largely regional population of donors and patrons. Establish and maintain effective relationships with co-workers, members of sister agencies, and the general public. Oversee management of Archives web site. Participate in budget planning and management of Archives accounts. Comply with all applicable agency policies and procedures, including safety and standards of conduct.

Non-Essential: Other duties as assigned.

Supervision

Given: Supervise two full time support staff, four half-time employees, student assistants, and volunteers whose duties are to collect, process, and make available the collections of the Archives.

Received: Reports to Dean of Library and Information Technologies.

Education/Experience

Required: MA or MLS in an appropriate field; experience working in Archives, Libraries or Special Collections, with supervisory responsibilities. Four years Archival experience can substitute for the Master's degree.

Preferred: MLS with archival training; archives certificate, three years experience in a University-affiliated Archives.

Equipment/Skills

Required: Ability to organize and direct varied activities of staff and volunteers. Ability to function independently with limited supervision. Familiarly with SAA's APPM guidelines, USMARC record protocol, online systems, and a bibliographic utility (SIRSI preferred). Computer skills with standard office programs. Excellent oral, written, and interpersonal communication skills.

Preferred: Demonstrated knowledge of the history of the Big Bend/Trans Pecos region of Texas and corresponding area of Northern Mexico. Ability to speak and read Spanish.

Working Conditions

Usual: Library and office conditions; exposure to book dust, mold, and fluorescent lights; standard hours. Exempt from overtime provisions. Position is Security Sensitive.

Special: Occasional evening and week-end hours, travel, special events, and out-of-office activities.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.