San Joaquin County Historical Society and Museum

JOB DESCRIPTION
Archivist-Librarian

Summary
The Archivist-Librarian performs a variety of professional tasks involving the acquisition, accession, organization, and preservation of Museum archival and library materials; ensures their accessibility to the public; and performs research in support of Society and Museum operations.

This part-time at-will employee is supervised by the Executive Director. The position supervises volunteers. The position works with other staff and committees in support of exhibits, programs, and publications.

Typical Duties
1. Leads the identification and selection of archival and library materials by providing recommendations and justifications to the Collections and Exhibits Manager and Executive Director and the Collections Committee.

2. Leads the operation of the archives and research library.

3. Maintains a system of finding aids, in electronic and paper form, and classification consistent with professional standards and the mission and the policies of the Society and Museum.

4. Assists users of the archive/library to properly use the materials. Locates and reshelves items requested by researchers and supervises and monitors researchers in the archive/library use area.

5. Monitors and maintains security and environmental conditions for the well-being of the archive/library collections.

6. Applies appropriate conservation techniques and practices.

7. Provides policy and procedural recommendations to the Collections and Exhibits Manager and Executive Director and the Collections Committee, including recommendations to deaccession archival and library items.

8. Performs research and writes reports at the direction of the Executive Director, including but not limited to research in support of exhibitions, publications, educational programs, and grant proposals.

9. Supports and assists with the production of the San Joaquin Historian journal, including preparing and researching historical articles.
10. Cooperates with other local archivists and librarians, as well as officials with the County of San Joaquin, to contribute to the preservation of and public access to local historical materials.

11. Assists in the recruitment and training of volunteers.

12. Maintains the blog of the Historical Society’s web site.

13. Other tasks as required.

Indications of Qualification

Ability to establish and maintain productive, cordial working relationships, conduct historical research, develop and maintain procedures and practices consistent with museum, library, and archival standards and existing policies, and communicate orally and in writing in English with a wide variety of staff, volunteers, and community members.

B.A. in public history, library science, or other relevant discipline. Masters or doctorate preferred.

Training and experience in the management of archives and/or libraries.

Training and experience in the conservation of archival and library materials.

At least two years of experience working with document, archival, or library collections.

Experience and familiarity with Archon, Archivists’ Toolkit, and/or ArchiveSpace.

Experience and familiarity with electronic archive/library databases such as PastPerfect and ArchivesSpace, digital publishing, and such metadata standards as EAD, MARC, MODS, METS, and Dublin Core. Familiarity with Past Perfect, as well as Microsoft Word, Excel, PowerPoint, and Publisher. Familiarity with the operation of PCs, scanners, digital cameras, and photocopiers.

Demonstrated knowledge of Western U.S. history, particularly California and San Joaquin County history.