



Code: 0502
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: ARCHIVAL SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, performs entry level professional archival duties relating to the appraisal, management and preservation of rare special collections materials and historically significant records, and performs related duties as required

ESSENTIAL DUTIES

- Researches and appraises special and unique items (e.g., books, manuscripts, photographs, ephemera, maps, ledgers, museum artifacts) and makes recommendations for permanent retention and preservation
- Inventories and catalogues print, electronic and digital records (e.g., audio tapes, microfiche, computer diskettes) of acquired materials and city government documents for storage on-site and at remote locations
- Organizes and describes materials and documents in accordance with established standards and practices
- Assesses the physical condition of historical records and artifacts and performs routine conservation work or makes recommendations for repair and conservation work needed to restore materials
- Performs reference services for patrons and retrieves requested records in response to requests for information and access to public records from the media, researchers and the general public
- Assists in the preparation and mounting of archival and special collections materials for exhibitions, community displays and private showings
- Assists in the preparation of loan agreements, insurance forms and condition reports to document and authorize the purchase, exchange or loan of artifacts
- Conducts workshops for department staff on the proper care, storage and retrieval of archived records and objects
- Attends meetings with historical societies, academic institutions and civic organizations to discuss best practices of archived materials
- Prepares staff activity reports
- May assist in writing grant applications for the acquisition of special collections materials

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Archival Studies OR a Master's degree from an accredited American Library Association (ALA) Library Science program, History or a directly related field, plus nine semester hours in archival science or archival administration studies.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- May be exposed to dust and fumes

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Materials and equipment used in the conservation, preservation and display of special collections

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- applicable department policies, procedures, rules and regulations
- *archival administration and professional standards

Some knowledge of:

- collection development techniques and methods
- restoration and preservation methods and techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE - Communicate information and ideas in writing so others will understand

- *VISUALIZE – Imagine how something will look after it is moved around or when the parts are moved or rearranged
- *ORGANIZE INFORMATION - Arrange things in a certain order or pattern according to a specific rule or set of rules (e.g., manuscripts, photographs, artifacts)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
 - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2012