

Roman Catholic Diocese of Albany

Job Description

Title: Archivist (Part-time)

Department: Chancery

Reports to: Moderator of the Curia

Summary:

Responsible for the safekeeping and preservation of records and special collections in the diocesan archives. Plans and implements all Archives systems and projects under the authority of the Moderator of the Curia. Implements and carries out continuing preservation of sacramental records and provides research and reference assistance to Diocesan departments, parishes and the general public.

Illustrative Duties and Responsibilities:

- Assists in the creation and maintenance of archival policies and procedures according to accepted archival practices to ensure appropriate collection and preservation of documents
- Acquires records from Diocesan departments, parishes, and various diocesan institutions Appraises records for historical, fiscal, legal, or administrative value and accession into archival system
- Processes, organizes and provides access to existing and acquired collections
- Provides research assistance to the Bishop and various Diocesan departments, parishes, other Catholic agencies, and the general public ranging from institutional research to genealogy to obtaining copies of sacramental records
- Coordinates and submits annual diocesan entry to Official Catholic Kenedy Directory
- Manages department budget
- Assists in updating policies, forms and web page materials
- Performs other duties as assigned

Competencies:

Quality/Quantity: uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in a timely manner; strives to increase productivity; maintains confidential information.

Job Knowledge:

Demonstrates basic understanding of concepts of archival administration, organization and preservation; displays competency in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others; demonstrates knowledge and respect for the teachings and the traditions of the Catholic Faith.

Communication:

Diocesan Archivist

Expresses ideas and thoughts verbally and in written form in a clear and professional manner; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and seeks clarification.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; sit; visually examine documents; reach with hands and arms; maintains balance and climbs; ability to move about an office, throughout the building, and to travel to locations throughout the Diocese. The employee must frequently lift and/or move materials up to 40 pounds.

Work Environment:

The workspace is located in the basement level of the Pastoral Center. As such, the incumbent will be exposed to varying temperatures, air-borne dust particles and other conditions associated with the basements of older structures.

Preference will be given to candidates with any of the following preferred qualifications:

- Undergraduate or Master’s Degree in history, library/informational services, American studies, or archival administration and/or Certificate in archival administration or management
- Certification from the Society of American Archivists (SAA) or Academy of Certified Archivists (ACA)
- Minimum of 6 months or more experience working within an Archival and/or Library setting
- Membership in a library or archival professional association

Additional information

Location	Pastoral Center
Hours of work	20 Hours per week; Diocesan Benefits
Pay grade	
Exempt/NE status	Non-exempt
Last date revised	June 2017

Employee signature

Date