

**JOB INFORMATION**

Effective Date	10/11/2021
Job Code:	2950
Job Title:	Assoc Dir, Archives & Spec Col
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The UHCL archivist is responsible for the management and direction of the UHCL Archives, including the NASA Johnson Space Center History Collection. This position provides leadership, planning, and training for all phases of its activities emphasizing the use of new technologies. The archivist organizes, develops, preserves, and provides access to the archival collections in accordance with professional standards; provides reference assistance to users; and formulates policies and procedures for the unit. Other related duties as assigned

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in Library or Information Science from an ALA-accredited institution with a concentration in archives OR a Masters degree with archival studies in a closely related field	Required	
Master's Degree	Advanced course work in archival theory and methodology; second relevant master's or other advanced degree	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	years of professional archival experience	Required	
Less than 3 yrs	of management experience in archives	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	ACA Certification		Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Comprehensive knowledge of archival principles and practices.	Proficient
• Knowledge of institutional repositories and digital scholarship.	Skilled
• Knowledge of theories and practices of the archival profession including principles of automation, classification, and rare book administration; knowledge of EAD; knowledge of basic cataloging and MARC standards, ability to appraise records and objects as to historical value.	Skilled
• Excellent leadership, supervisory, organizational, and problem-solving skills.	Proficient
• Highly developed oral and written communications skills.	Proficient
• Demonstrable history of progressively responsible professional archival experience.	Proficient
• Ability to prepare and maintain finding aids based on current and emerging technologies such as EAD (Encoded Archival Description).	Skilled
• Ability to develop exhibits webpages, online library guides, and other outreach material.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Directs and manages the UHCL Archives and Special Collections, including the Johnson Space Center History Collection.	20%
• Evaluates the status of the archival collection and provides leadership and information to the staff concerning the organization and preservation of special collections.	20%
• Coordinates the transition of university and JSC archival collections for digital access through information management systems by participating in the implementation and ongoing use of these systems; prepares finding aids based on current and emerging technologies such as Encoded Archival Description [EAD].	20%
• Monitors, evaluates, and provides departmental leadership with relationship to developing technologies; provides staff with training and development opportunities.	20%
• Develops operating plans and procedures for the Archives unit.	10%
• Prepares archives reports, statistical and qualitative measures, and other analyses on a periodic basis; identifies outside funding sources and prepares grant proposals.	5%
• Engages in appropriate professional activities; represents the library and university as appropriate in committee and task forces as elected or assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description