

JOB INFORMATION

Effective Date	1/27/2022
Job Code:	2508
Job Title:	Archives Librarian
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Archives
Job Summary	The Archives Librarian will provide leadership and direction for activities that provide physical and intellectual access to the unique resources of the University of Houston-Clear Lake Archives & Special Collections, including University Archives, the Johnson Space Center (JSC) History Collection, and Human Space Flight Collection, and Clear Lake area history collections. This position reports to the Associate Director of Archives & Special Collections and is involved with all aspects of collection development and collection maintenance in Archives and Special Collections.

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	Either MLS/MLIS or Master's Degree with archival studies in a closely related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Professional experience in special collections and archival services with some supervisory experience.	Required	or
Considerable	Experience with DSpace, Omeka, grant writing and project management.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Archivist certification by the Academy of Certified Archivists.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Significant knowledge of archival and special collections principles, reference, and research best practices.	Proficient
• Knowledge and experience with institutional repositories and digital scholarship.	Skilled
• Basic knowledge of metadata schemas, cataloging rules, standards, and best practices with digitization of archives, for example: EAD, Dublin Core, XML, RDA, MARC21, AACR2.	Basic
• Highly developed oral and written communication skills.	Proficient
• Demonstrated ability to direct the arrangement, description, and processing of archival materials.	Proficient
• Ability to prepare and maintain finding aids based on current and emerging.	Skilled
• Ability to work independently and collaboratively as appropriate.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Assists in managing the accessioning and processing of collections and resources in all formats.	20%
• Assists in developing and implementation of policies and procedures for the acquisition, processing, digitization, and preservation of archival materials.	15%
• Creates finding aids in compliance with professional standards and ensures the quality of finding aids created by other staff.	15%
• Develops reference policies and procedures and delivers coordinated and consistent reference and research assistance to university users, Johnson Space Center scholars, and the general public.	10%
• Evaluates and processes current archival collections and rare books; manages outreach to acquire University collections, local community materials, and space-related history collections.	15%
• Assists in managing the archives collections in the university's Institutional Repository and online exhibits and participates in library-wide planning and direction for the Institutional Repository.	10%
• Promotes visibility and the use of archives materials through instruction, physical and online exhibitions, presentations, tours, publications, and other outreach activities.	5%
• Works with instruction librarians and faculty for instructional use of the collections. Serves as a library liaison to assigned disciplines. Engages in professional activities and participates in various University or Library committees.	5%
• Other related duties as 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
0%	