

**CITY OF NIAGARA FALLS  
DEPARTMENT OF HUMAN RESOURCES**

**JOB POSTING**

**TITLE:** Archivist I

**DEPARTMENT/DIVISION:** Library

**NUMBER OF VACANCIES:** (1) Provisional

Grade 17A \$22.3815- \$31.3454 per hour

**DISTINGUISHING FEATURES OF THE CLASS:** Archivist is a professional position that exist at the Niagara Falls Public library. Responsibilities include the daily management, access to, professional care, and maintenance of the Local History collection. The incumbent reports directly to Archivist II, and indirectly to the Director of the Library. Supervision may be exercised over Library Trainees, Clerks, Volunteers, and other assigned staff. Performs related work as required

**TYPICAL WORK ACTIVITIES:**

Manage the daily activity of the Local history Department's secure, research room;  
Provides in-person and remote reference service to the library's diverse patrons;  
Collects and reports usage metrics and statistics, and work towards increasing usage;  
Process and arranges, describes incoming archival and special collections as well as those collections in need of more detail processing for greater access;  
Add book description to the Library's online catalog (ILS), managed by the Nioga Library system;  
Adds art and objects, special collections description to the Library's online catalog (ILS) managed by the Niagara Falls Public Library;  
Maintains the order and stacks and storage of special collection in multiple locations;  
Oversees the location of individual collections, including current holdings, new acquisitions, loans for internal and out-of-house exhibitions, and other uses;  
Coordinates the work of volunteers and interns on processing and other projects;  
Digitizes material as needed for patrons and supports adding content to online assets- including the website, blog, YouTube, Facebook, and other social media pages;  
Supports the development of online digital strategies;  
Represent the Niagara Falls Public Library- Local History Department at professional conferences and symposia;  
Serves as a liaison for the library and archival services to the community groups or other institutions;  
Keeps informed of professional developments through participation in professional organizations, systems meetings, workshops, continuing courses, and reading professional material;  
Uses computer applications or other automated systems including the institution's electronic software/ resources;  
Maybe require to work weeknights and weekends on a regular basis;  
Perform related task to support the efficient operations of the Local History Department.  
Provide reference and researcher advisory services and instruction to users;  
Perform original cataloging and classification and record editing.  
Perform collection development by recommending artifacts for acquisition and/or deaccession;  
Compile bibliographies and functions as local history subject specialist;  
Acts as relief Cashier as needed.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of best practices related to the field of special collections and archives management;  
Ability to work independently and collectively;  
Ability to develop and implement initiatives that support research, curatorial, and exhibition projects;  
Ability to effectively utilize computer application in both Mac and PC-based environment as well as software applications such as word processing, spreadsheets, databases photo editing, etc.;  
Ability to develop strategies to organize, catalog backup, and maintaining digital collections, especially image, audio, and visual files;  
Ability to develop a working knowledge of the organization's electronic software/resources including library's ILS, Past Perfect, ArchivesSpace, Ancestry.com, etc.  
Strong user-centered service and reference philosophy;  
Excellent oral and written communication and interpersonal skill;  
Tact and courtesy in dealing with staff and the public;  
Physical condition commensurate with the demands of the position, ability to lift 40 pounds;  
Attention to accuracy and detail;  
Critical thinking;  
Commitment to a team-focus work environment;  
Good knowledge of modern principal and practices of archival science and historical preservation practices;  
Good knowledge of on-line database systems, of bibliographic tools and sources, of collections issues;  
Good knowledge of modern library organization, procedures, policies, aims, and services;  
Skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs;  
Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly;  
Ability to carry out library policies and procedures;  
Ability to read and comprehend library literature and research;  
Ability to express ideas clearly and effectively both orally and in writing to groups and individuals;  
Ability to plan, tact and courtesy in dealing with staff and public;  
Physical condition commensurate with the demand of the position, could be required to lift 40 pounds.

## **MINIMUM QUALIFICATIONS:      **EITHER****

Possession of a Master's Degree in Library Science (MLS) from a library school that is accredited by the American Library Association and eligibility for the New York State Public Librarian's Professional Certificate, and one (1) year of experience in an archival environment such as research library, museum, or other organization where duties included the care and management of special collections, working directly with the public and managing staff and/ or volunteers.

Or

-Possession of a Master Degree in field of Archival Science or Museum Studies/ collections, Library or Information Science (not Computer Science) / Archives, History, Anthropology or a similar discipline with one (1) year experience in an archival environment such as research library, museum, or other organization where duties included the care and management of special collections, working directly with the public and managing staff and/ or volunteers.

**Special Requirements:** If a candidate possesses a degree in Library or Information Science, eligibility to obtain a New York Public Librarian's certificate at the time of application, and possession of certificate at the time of appointment

**Note:** Education beyond the secondary level must be obtain from an institution that is regionally accredited or a New York State-registered college or university.