AUBURN
Human Resources

CESU Archivist

Job Description

JOB INFORMATION

Job Code	AB32
Job Description Title	CESU Archivist
Pay Grade	LM08
Range Minimum	$45,040
33rd %	$54,040
Range Midpoint	$58,550
67th %	$63,050
Range Maximum	$72,060
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Archives

JOB SUMMARY

The Cooperative Ecosystem Studies Unit (CESU) Archivist partners with Auburn University, for the National Park Service (NPS), Interior Region 2 Office, located in Atlanta, Georgia, and collaborates with other CESU Archivists and NPS staff to support archival and records management programs within the museum program at NPS sites through the Interior Region 2 (legacy Southeast Region). Provides NPS staff necessary measures to manage the archives and records management activities specific to the National Park Service and the Federal Government.

RESPONSIBILITIES

- Evaluates all records, archival, and manuscript collections in accordance with NPS records management guidance. Evaluates records against scope of collection statement and archival appraisal criteria. Recommends specific non-official records for inclusion in museum collection.
- Represents the IR2 Regional Office when working with others on archival matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public to encourage and facilitate cooperative regional management strategies. May attend management and professional conferences and other events for the purpose of exchanging information and presenting technical and policy information.
- Recommends accessioning appropriate collections into the park museum collections. Researches collection provenance, original order, series components, dates, document formats, processes, creators, authenticity, topical content data, legal status, and legal validity of access restrictions and ownership history. Recommends deaccessions of inappropriate collections following established NPS policies.
- Conducts baseline condition survey of archival collections and prioritizes collections for treatment or reformatting. Writes recommendations for treatment or reformatting, scope of work for treatment or reformatting, and treatment or reformatting inspection criteria.
- Rehouses park archival and manuscript collections by refoldering and reboxing, and preserves oversized materials via humidification and flattening. Preserves photographic and audiovisual materials in appropriate pH-neutral casing.
- Arranges the collection with respect to the archival principles of provenance and original order. Indexes collections by creating folder and container lists. Updates, edits, and reindexes container lists as needed.
- In consultation with the NPS Regional Curator and park staff, surveys park records in all park structures, and writes park-level survey descriptions.
- In conjunction with staff, identifies potentially archival material in parks. Retrieves inactive permanent resource management and lands records for inclusion in the museum collection. Assists parks with the disposition of permanent non-resource management records and temporary records.
- Produces finding aids and repository-level archives planning documents. Distributes these documents and publications to appropriate libraries, archives, and related research repositories.

RESPONSIBILITIES

- Catalogs the collection in the NPS's collections management software system. Recommends and develops automation systems and linkages that will expedite research and information communication.
- Researches and reviews archival and manuscript collection restrictions, e.g., copyright. Provides comments on developing service wide NPS policy for archival collections.
- May support the Regional Office on NPS regional task groups or similar organizations. May make presentations in parks, public gatherings, and professional meetings to support archives work.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in History, Public History, Library, Information Science, American Studies, and related fields.	and	3 years of	Experience in working in archival collections or curation of historical records in a museum or public history setting. Substitution: 2 years of minimum experience requirement with Certificate in Archival Studies or Public History from an accredited institution.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.	
Advanced knowledge and understanding of archival theory, principles, ethics, methods, techniques, automated information systems, and their applications to a variety of archival and library situations.	
Understanding of disciplines represented in the park collections, such as history, archeology, cultural anthropology, historic and cultural landscape, biology, geology, legislation, and administration.	
Knowledge of NPS and non-NPS archival collections in related subject matter to achieve complete coverage of significant archival sources when providing reference and research service in response to requests.	
Knowledge of historical research techniques.	
Ability to apply knowledge about the physical characteristics of documents and how they influence the value, acquisition, preservation, and use of documents.	
Ability to solve complex issues individually and manage multiple projects with various deadlines.	
Conflict management and resolution skills.	
Customer service skills to hear the challenge from external and internal contacts, solve the challenge single-handedly either live/in-person and/also behind-the-scenes, and create proactive solutions based on previous issues for future events.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	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	

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

Work requires travel to various locations for the purpose of acquisitions and collection of materials to other NPS and non-NPS sites with archival and manuscript collections, and to training and professional meetings.