

**Diocese of Saginaw
Position Description**

NAME: _____ **DATE:** _____
JOB TITLE: Archivist
SUPERVISOR: Chancellor
STATUS: Full-time, Salary, Exempt

The Archivist collects, appraises, preserves, arranges and describes a wide range of documents and ecclesial objects in order to preserve the history of the Diocese of Saginaw. According to professional standards, the Archivist, in a ministerial position, oversees the daily operation of the archives and makes accessible historical materials according to the norms of canon law (cc.486-491).

Job Description Review and Acceptance

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Archivist

Essential Duties and Responsibilities

- Provides guidance to the Bishop regarding the storage and retrieval of historical and archival documents, electronic records, and electronic publications, while developing priorities in undertaking the work
- Supervises volunteers and coworkers to assist in the appraisal, arrangement, description, and preservation of archival materials
- Collaborates with colleagues to retain material for special events
- Develops archival exhibits, communicates the work of the archives and provides assistance to parishes, ministries, and institutions of the diocese
- Communicates with other diocesan archivists in learning methods of archiving and in developing policies and procedures
- Assesses the condition of the collections, identifies conservation needs, retrieves information as needed for diocesan work or as requested by visitors while maintaining policies that limit access to records containing personal or confidential information in compliance with legal requirements

Working Conditions

- Involves limited public speaking
- Office work predominantly, with frequent lifting and carrying of books and documents

Skills

- Bachelor's Degree and at least 5 years' experience in historical research, library science, or related field
- Practicing Catholic, active in parish ministry
- Previous experience in archives is preferred
- Skill in the use of computer with Windows-based operating system and other software as needed.
- Ability to develop contemporary tools in accordance with professional standards
- Knowledge of archival and preservation concepts, methodology, and techniques including provenance, retention schedules, and creation of finding aids

NOTE: This description is intended to indicate the kinds of tasks that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Dated: