



The City Beautiful

City of Coral Gables Job Description

Job Title:	Collections Manager/Archivist	Prepared Date:	4/08
Department:	Historical Resources	Approved By:	Kara Kautz
Classification:	0028	Approved By:	Marjorie H. Adler
Pay grade:	16C		
FLSA:	Non-Exempt		

Summary

The Collections Manager/Archivist will be responsible for establishing and maintaining control of the Collections of the City of Coral Gables. The Collections include items housed at or connected with the Coral Gables Merrick House, a historic house museum, and the City of Coral Gables Archive Collection. The Archive Collection consists of photographs, documents, correspondence, scrapbooks, architectural drawings and blueprints, assorted items and records relating to the City of Coral Gables. The Collections Manager/Archivist will report directly to the Historic Preservation Officer and will be the primary person responsible for the management, preservation and reproduction of the City's Collections. This is a specialized position requiring knowledge about archive and collection management procedures and policies and knowledge of the history of Coral Gables.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Oversees the care of, preservation of and access to the City archival Collections, including, but not limited to: organization, inventories, archival storage, registration, the conversion of paper records into the collections management database, digital imaging, and outgoing loans.

Shall write a Collection Policy for the City.

Shall monitor all collection storage areas.

Recruits, trains and supervises interns and volunteers.

Develops and monitors budget expenditures.

Archivist functions: appraises, acquires, arranges, describes, preserves, and makes available the archival records of the City and of related materials acquired from outside the City in accordance with Florida Public Records Law and City policy and ordinance. Shall cooperate with the City Records Management Liaison Officer.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Solid knowledge of registrarial and collections care practices. Proficiency with collections management databases (Past Perfect data experience preferred), and basic office software. Strong computer and record management skills. Familiarity and interest in emerging digital technologies. Demonstrated ability to apply standard archival techniques in the appraisal, arrangement and description of archival records, including the creation of finding aids. Knowledge of EAD (Encoded Archival Description) highly desirable. Demonstrated project management skills. Ability to work independently, as well as with other Department staff. Ability to establish and maintain effective working relationships with co-workers, officials and the general public. Excellent oral and written communication skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Considerable amount of time spent using computer. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree required in museum studies, library science or related field, Master's degree preferred.

Minimum of 3 years professional experience as a Collections Manager, Archivist, or related position in a museum or private collection with responsibility for: museum registration, object care and preservation, and loans, with command of AAM collections management standards.

Experience with digitization of archival material is desirable.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's license.