

**Domestic and Foreign Missionary Society (PECUSA)  
Position Description**

---

**Position Title:** Archivist for Information Access and Collection Management  
**Department:** The Archives of the Episcopal Church USA  
**Reports To:** Director of Archives  
**DOT Code:**  
**Prepared By:** Mark J. Duffy  
**Date:** June 27, 2007  
**Approved By:**

---

**SUMMARY:**

The Archivist for Information Access and Collection Management plans and implements archival solutions that improve organizational knowledge and access to the archival holdings of The Archives of the Episcopal Church. The position includes accountability for the management of holdings, cataloging and metadata description of archival holdings, management of data relating to archival operations, oversight of electronic record keeping systems relating to collections management data, security and accessibility of textual, visual and digital records, and formulation of local standards for measuring performance of access services. Devises strategies and makes recommendations for the use of technology to communicate with client audiences of Church members and the public for the purpose of advancing the institutional mission and equipping stakeholders with information tools that support them in their work on behalf of the Episcopal Church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The position reports directly to the Director of Archives and is accountable for the following activities.

**I. Bibliographic Control and Collection Management**

**Inventory and Catalog Management.** Exercises proficiency in applying in-house applications of industry standard archival finding aids and inventory systems. Develops tiered descriptive techniques and structured tools (guides, finding aids, series inventories, file indexes) appropriate to appraisal results. Understands thesaurus building and subject indexing techniques.

**Appraisal.** Works with other curatorial staff to conduct analysis at both the holdings and *fonds* level of archival materials at the points of accessioning and processing. Documents all appraisal decisions for permanent retention; creates internal controls to capture data on provenance, characteristics of original order and generation, version control, and copy of record, format design and specifications, selection criteria, recordation process, organizational context, record function, and other salient aspects of the formal and informal documentation process.

**Archival Processing.** Develops and applies local standards and procedures for survey, arrangement, and description of holdings by applying generally accepted archival standards for descriptive practice for a range of materials with relative organizational and public research value. Oversees cataloging of archival holdings and supporting monograph collections. Recommends and implements collection processing standards as policy.

**Bibliographic Classification.** Creates and validates macro-level holdings documentation, including classification and notational schemes, record group designations, special collections management of personal papers and artificial research collections controls.

**Retrieval and Inventory Management.** Plans and implements locator systems and practices that allow efficient physical retrieval of documentation (electronic and paper). Conducts regular internal audit of all inventory systems. Oversees space utilization to maximize efficiencies; implements bona fide systems for remote storage of archival holdings; integrates newly accessioned records into existing holdings; manages location systems for unprocessed papers and provides back up support for pre-accessioned records of the corporation.

## **II. Access and Information Systems**

**Metadata Development.** Develops internal metadata systems for Web applications. Uses metadata standards and descriptions to delivery authenticated information resources of the Episcopal Church. Assists in developing data dictionaries, DTD specifications, and controlled vocabularies for archival encoding of descriptive data on archival holdings, including development of metadata tags for enhanced online retrieval of official documents, text and graphics.

**Information Security.** Implements measures for diligent protection of institutional communication privacy, protection of privacy rights of individuals, reduction of organizational risk exposure in areas of unauthorized information access. Recommends methods for guaranteeing confidentiality of privileged organizational information and records, protection of vital corporate data, integrity of agreements with donors. Utilizes bibliographic safeguards to protect holdings against internal loss, theft, or damage. Works with other curatorial and technical staff to support critical back-up operations for all archival data, including electronic records created by the Archives. Ensures the physical safety of the archival holdings from preventative harm arising from natural or man-made disasters.

**Internet Publication.** Knowledge of document type definition practices and markup languages, including evolving use of XML (or XHTML) coding practices for Internet publication as well as appropriate deployment of CSS/HTML and pdf/a documents. Promotes integration of electronic data exchange standards for descriptive encoding including Z39.50, the Dublin-Core requirements, EAD format, and RAD descriptive standards. Stays current with evolving descriptive conventions. Frames solutions in terms of mission critical applications that support the priority user communities within the Church.

**User Satisfaction.** Promotes remote online public access to archival records; taps end user response and input in preparation of access and retrieval solutions; works with research archivist to audit physical and intellectual access issues.

**Content Management.** Able to conduct internal functional analysis for purposes of identifying data structures and appropriate in-house systems architecture; ability to work with system and program design consultants to convert, edit and create data and text bases for in-house administration and access, including use of standard proprietary software (e.g., Microsoft Access or Excel, and/or File Maker Pro, SQL and similar data management and retrieval. Knowledge of open sources software approaches. Knowledge of digital imaging issues, scanning for preservation and retrieval, and electronic records conversion/migration.

### **III. Program Management**

**Accountability.** Works with staff to develop appropriate metrics for purposes of evaluation and planning. Meets regularly with Director of Archives for purposes of strategic program planning and evaluation. Provides timely reports on all aspects of archives management, including access, processing, systems integrity, security, storage, and other areas of assignment.

**Research and Collaborative Support.** Coordinates technical and public services access with the Archivist for Research and Public Services by developing useful retrieval systems, indexing vocabulary, authority controls, and other descriptive enhancements. Assists in developing smooth links between archival operations and records management operations in New York headquarters.

**Staff and Resources.** Oversees support staff and identifies resources and procedures for archival arrangement and description archival holdings, including appropriate use of temporary labor, quality control standards, corporate policy compliance, handling and preservation requirements, technology, space, supplies, and equipment.

**Special Projects.** Assists with special projects in areas of digital archives creation and publication, education, diocesan and parish consulting, constituency outreach, and program marketing.

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for supervising part-time employees and student interns.

### **QUALIFICATIONS**

Advanced degree in archives administration or information studies or history with a concentration in archives management. Prefer 2 years experience in archives or experience in a related field of information management; familiarity or experience with electronic record keeping including knowledge of RAD, EAD, APPM, Dublin Core, and other descriptive standards; familiarity with Internet encoding and mark-up techniques; demonstrated experience with archival processing and knowledge of standards; comfortable working with computer systems in an administrative capacity; some knowledge of the history of American religion is preferred. Excellent oral and

written communication skills. Knowledge of Spanish is helpful. Highly developed interpersonal skills required.

**REASONING ABILITY:**

This position requires analytical and interpretive skills, ability to abstract information from primary and secondary sources; ability to appraise, evaluate, and organize archival collections; ability to analyze data and to translate thought into clear narrative reports; ability to translate information into rule specific standards; and ability to exercise judgment in applying rules and interpreting novel situations is essential; ability to contribute creatively to conversation with a variety of colleagues, organizational members, and the general public.

**PHYSICAL DEMANDS:**

Requires ability to lift boxes of materials weighing up to 50 pounds.

**WORK ENVIRONMENT:**

The Archives operates in an organizational setting and its work is based in institutional research support and historical documentation. The staff is committed to a service ethic that responds to several stakeholders: the corporate officers and agents, a nation-wide Church leadership, general Church members, and a public made up of scholars, media, public historians, and casual inquirers. As an official agency of The Episcopal Church's General Convention and an office of the Church's central headquarters, the Archives serves as an information bridge in the wider Church community of parishes, dioceses and affiliated organizations. Measurable customer satisfaction of these various constituencies is the first of several high priorities.

A second priority is that Archives' employees place high value on collegiality, interdependence, and mutual support for a stimulating, dynamic, and interesting workplace community. The staff is comprised of six, full-time professionals, one support staff member and several part-time assistants. The successful candidate should have a blend of maturity, good humor, critical thinking, and intuitive judgment to anticipate and challenge the mind of coworkers. The staff leans heavily on each others' skills and support, and looks for opportunities to demonstrate collaborative working relationships. The position involves regular public service interaction by telephone and in person. The Research Office of the national Church's Archives is located in Austin, Texas, where it operates as a field office of the Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the USA. The Archives also manages a records and information services office in the Episcopal Church Center in New York City.