



SPARTANBURG COUNTY  
PUBLIC LIBRARIES  
www.spartanburglibraries.org

## PUBLIC JOB POSTING

**THIS POSITION WILL BE OPEN UNTIL FILLED.**

Please submit resume and cover letter in addition to SCPL application.

**POSTING DATE:** January 10, 2018

**JOB TITLE:** Processing Archivist/Librarian I, Grade 23

**LOCATION:** Headquarters

**DATE AVAILABLE:** February 1, 2018

**SALARY:** \$38,000 per year minimum

**HOURS:** FLSA exempt position, equivalent to non-exempt 40 hour position.

**EDUCATION/EXPERIENCE:**

Master's degree in Library Science from an accredited ALA library school with concentration in Archives and Preservation; minimum of one year archival work experience.

**ESSENTIAL FUNCTIONS:**

- Enthusiastic advocate for archives and special collections with ability to work independently, to prioritize and multi-task.
- Sole processor responsible for setting organizational and workflow priorities for a largely unprocessed archival collection, including determining accession schedule, coordinating space planning with local history and collection management, and recommending projects for digitization.
- Process and describe a wide variety of archival materials, including photographs, architectural drawings and born digital content.
- Perform preservation and conservation on existing and incoming collections.
- Catalog archival collections in ArchiveSpace or current content management system according to professional and local archival practices.
- Catalog materials utilizing relevant standards for archival description.
- Utilize reporting and analysis features in ArchiveSpace or current content management system.
- Contribute to grant-related project planning and implementation.
- Promote archival collections through community outreach.
- In collaboration with local history staff, participate in identifying content for inclusion in digital collections.
- Supervise volunteers and student interns at the project level.
- Remain aware of safety and security issues and takes appropriate action as needed.
- Adhere to the Attendance and Punctuality Policy in the Employee Handbook.
- Perform related tasks as required.

**KNOWLEDGE & SKILLS:**

- Thorough knowledge of professional archives management practices and standards.
- Ability to work independently.
- Experience with preservation and conservation methods for paper, hardware and software, and ability to research best practices.
- Experience using ArchiveSpace to manage collections.
- Demonstrated knowledge of DACS, EAD and RDA; demonstrated knowledge of controlled vocabularies including LOC subject headings and Getty vocabularies.
- Some knowledge of genealogy and local history and genealogy research methods and techniques.
- Ability to establish and maintain effective working relationships with associates and library patrons.
- Must be in possession of valid driver's license and be able to operate a vehicle independently.

**The Library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.**

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org  
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