



## City of Kansas City, Missouri Job Class Specification

**Job Title:** HISTORICAL ARCHIVIST

**Department:** PARKS & REC

**Job Code:** 5752

**Status:** NONEXEMPT

**Grade:** NE-6

### Summary

This is responsible technical archival and administrative work performing all functions related to the Archives of Kansas City, Missouri Parks and Recreation and/or management in a professional museum environment.

Work involves technical archival work performed to professional standards, which may include record keeping of artifacts and archival maintenance or maintenance of the museum library and processing of museum records and documents. Work also includes designing and implementing archival programs; conducting records surveys; initiating appropriate preservation activities; appraising, arranging and describing departmental records and artifacts; training department staff and others in the use of the archives, and implementing methods and programs to make archival information available upon request to internal and external researchers. Work also involves speaking to public and private groups, conducting historical research involving a collection, restoration and conservation of documents. The Archivist also prepares administrative reports, writes grant proposals and provides technical review of the work of other archival personnel.

### Duties and Responsibilities

- Plans the development of departmental archives, in consultation with department employees.
- Prepares survey forms and conducts a thorough survey of the scope, character, physical condition, location, and size requirements of the department's and/or museum's records.
- Makes recommendations for needed storage space, equipment, and materials to implement the archival program.
- Writes specifications and provides suggested vendors for storage and/or preservation equipment and supplies.
- Establishes and initiates appropriate preservation activities, such as cleaning, minor repair work, and makes recommendations for more advanced technically complex preservation work.
- Moves, or oversees the moving of, designated records or artifacts to or from the archives storage area and/or museum.
- Places materials in acid-free folders and boxes records to be stored in the archives.
- Does preliminary description, arrangement and processing work on all retained records and more detailed work on major record groups identified as having a high-use potential.
- Designs an access system and develops the necessary forms for description of records or museum artifacts.
- Designs and implements a system permitting copies of documents and photographs to be made available for use, maintains records of requests for these items and collects monies as appropriate.

**Duties and Responsibilities (continued)**

- Answers and processes research and / or museum correspondence and inquiries and assists donors and visitors as necessary.
- Trains departmental staff, researchers, and scholars in the use of the archive systems and/or museum library and the proper handling of records and artifacts.
- Prepares grant proposals and compiles annual report of archival and museum activity for presentation to the Board of Parks Commissioners.
- Monitors the museum gallery as scheduled and assists the curator in publicity, daily operations, and activities and acts as senior museum staff member in the absence of the curator.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:

Standard archival procedures.

Preservation and conservation techniques for paper, linen and other fibrous media.

Modern and historic research methods and techniques.

Established supervisory techniques and responsibilities.

The functions and organization of a museum library.

The principles and practices of museum administration.

Record retention laws in the state of Missouri.

Demonstrated ability to properly operate a computerized database, preferably Microsoft Access.

**Education and Experience**

Accredited Bachelor's degree with major course in history, museum studies, library science or related discipline supplemented by course work in archival theory and practice and one (1) year professional experience in an archival or museum setting as an archivist, registrar, librarian or other related position.

**Certificates/  
Licenses/Special  
Requirements**

Or

An equivalent combination of education and experience.

- Must pass a background check as prescribed by the City.

**Supervisory Responsibility**

Supervision is exercised over assigned personnel.

**Supervision Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

5/97

**Revised**

9/06, 8/2022