

Project Archivist

Institution	Seattle Municipal Archives
Salary	\$19.79 (Hourly)
Appointment Type	Temporary Full-Time (Two-Year Grant-Funded Position)
Closing Date	August 18, 2009

The Seattle Municipal Archives (SMA) seeks a candidate for a limited term temporary appointment funded by a two-year grant from the National Historical Publications and Records Commission. The successful candidate will report to the City Archivist and receive direct task assignment and training from the Processing Archivist. The Project Archivist, in conjunction with the SMA Processing Archivist, will undertake a two-year project to arrange and describe the processing backlog of the Seattle Municipal Archives.

Responsibilities

- Conduct arrangement and description of textual archival records
- Perform preliminary subject analysis and cataloging of textual records
- Create preliminary MARC and EAD records employing DACS single-level optimum description
- Make recommendations to the Project Director regarding appraisal and weeding of textual records
- Make recommendations for future detailed processing

Required Qualifications

- Two years experience and/or education in archives and records management systems, information sciences, or a related field
- Demonstrated knowledge and experience in basic processing methodologies
- Demonstrated knowledge of standards in archival arrangement and description including Describing Archives: A Content Standard (DACs), MARC cataloging, and Encoded Archival Description (EAD)
- Excellent written communication skills

Desired Qualifications

- Graduate degree in Library and Information Sciences, Archives and Records Management, or equivalent field
- Experience in a government or related current affairs setting
- Certification by the Academy of Certified Archivists

How to Apply

Option 1 – Apply online at <http://seattle.gov/jobs>

Option 2 – Applications may be completed and dropped off at the Personnel Department, 54th Floor of the Municipal Tower, 700 5th Avenue (at the corner of 5th and Columbia).

Completion of a job questionnaire for this posting is required. If not applying online please contact the individual below to obtain a questionnaire.

Contact Name/Number: Melissa A. Beatty at 206-684-5428