

**DIOCESE OF PUEBLO
POSITION DESCRIPTION**

POSITION TITLE:	Archivist
IDENTIFYING INFORMATION:	
Schedule:	Full Time
Status:	Non-Exempt
Salary:	\$45,000 a year
Reports to:	Chancellor

POSITION SUMMARY

The diocesan archives house a rich history of items of historical significance from the earliest days of settlement in Colorado. The Archivist will have the opportunity to store, preserve, and conserve archival materials, records, and artifacts dating back more than 80 years.

In this role, the archivist is responsible for the organization and preservation of records and materials of historical importance to the diocese in accordance with the norms of canon law (cc.486-491).

ESSENTIAL DUTIES:

- Facilitates the organization, preservation, and description of the collection
- Creates and maintains an inventory, or catalog, of the documents, videos, photos, etc. which are contained in the archives, including the creation of finding aids
- Creates and maintains a brief synopsis of each document, video, photo, etc.
- Maintains and updates an archival database of materials and file management
- Assesses the condition of the collections, identifies conservation needs
- Utilizes proper conservation and preservation measures for the archival collections
- Provides guidance regarding the storage and retrieval of historical and archival documents
- Collaborates with colleagues to retain material or use of archival material for diocesan special events
- Communicates with other diocesan archivists in learning methods of archiving and in developing policies and procedures

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Arts, Library Science, Information Science, Archives and Preservation, History, Historical Research, or related field
- At least three years related experience, or equivalent combination of education and experience
- Previous experience in research and the design and implementation of archival systems preferred

- Certified Archivist (CA), and/or Certified Records Manager (CRM), preferred

Knowledge Skills and Abilities demonstrating applications of the following:

- Proficiency with various software and technology related to archival duties including word-processing, spreadsheets, databases, files management, scanning, copying
- Detail-oriented with the ability to define problems, research, collect data, establish facts, and draw valid conclusions
- Ability to prioritize, plan, organize, and work effectively, using independent judgment in accordance with established policies and procedure
- Ability to be self-motivated and work autonomously
- Demonstrated ability to communicate effectively both verbally and in written form with a professional and positive attitude
- Knowledge of archives and records management systems, preservation concepts, methodology, and techniques, including provenance, retention schedules, and creation of finding aids
- Ability to exhibit and always maintain a professional manner and confidentiality in all aspects of assignments
- Knowledge of the structure and basic teachings of the Roman Catholic Church
- Ability to read and interpret at least one foreign language, preferred

Supervisory Responsibility:

- There are no supervisory duties.

Work Environment and Required Activities:

- This is a full-time position, Monday through Friday, 8:00 a.m. to 5 p.m.
- While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds with frequent lifting and carrying of books and documents. Vision abilities required include close vision, depth perception, color vision, and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing with the Church.
- Must be able to pass a criminal background investigation.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some

cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete application and send to:
Nancy Martinez, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
nmartinez@dioceseofpueblo.org