**DIOCESE OF PHOENIX**

**JOB DESCRIPTION**

**Title:** Archivist/Records Manager

Full Time

# Purpose and Scope

To support the Diocese of Phoenix in its mission to Encounter the Living Christ, this position helps in preserving and maintaining historical records for the Diocese of Phoenix. In addition, the Archivist/Records Manager manages the retention of all records, created, received, used, maintained or preserved by an agency or employee of the Diocese of Phoenix during the course of employment or in transaction of Diocesan business. In conjunction with volunteers for archival work, directs the safekeeping of archival documents and materials.

## Essential Job Functions

*Archives*

* Responsible for the appraisal, arrangement, and description of archival collections according to recognized archives standards (DACS, EAD, Dublin Core).
* Prepares and/or directs preparation of finding aids.
* Received and responds to requests for research, retrieval, and review of documents or materials in accord with published retention and access policies. Authorizes the creation of photocopies in conformity with all applicable policies and laws.
* Oversees the management of a secure and environmentally controlled repository for the preservation of collections.
* Safeguards the confidentiality of records according to approved policies.
* Evaluates new technology used for the management of archives and records; makes recommendations to the Chancellor.
* Processes donations.
* Selects and edits documents for publication and display.
* Oversees the care, display, and information about objects on exhibits.
* Receives and responds to Sacramental Record requests.
* Develops program for preserving sacramental records.
* Proposes budget, equipment, and supplies to the Chancellor.
* Supervises Archives interns and volunteers.
* Maintains records of and prioritizes processing backlog
* Oversees housekeeping and IPM related activities, as pertains to archives

*Records Management*

* Manages the Diocesan Records Management Program including the creation and revision of record retention schedules for each agency of the Diocese and includes a record’s series title, description, retention period and legal citation in conjunction with the agency head and the Records Conservation Board.
* Creates, updates, and maintains inventories of records in the Records Center.
* Oversees the process of record destruction and maintains logs for destruction activities conducted.
* As necessary, conducts record retention training for diocesan departments and agencies.

**Additional Job Functions**

* Performs additional job related functions as directed by the Chancellor.

## Knowledge, Skills and Abilities Required

* Ability to manage sensitive material in a confidential and secure manner.
* Ability to work independently, climb ladders, and move and shelve record storage boxes weighing up to 40 pounds.
* Demonstrated written and oral communication skills.
* Excellent communication and organizational skills.
* Knowledge of Church history. Active practicing Roman Catholic in full communion with the Church.
* Knowledge of basic conservation and preservation standards for archival collections.
* Knowledge of records management and archival management principles and methodologies.
* Working knowledge of computers and Microsoft Office software applications*.*
* Knowledge in digital image scanning techniques and image capture.

## Minimum Qualifications

* Master of Library Science degree from an ALA-accredited program with a concentration in archival studies, history or equivalent preferred.
* Experience working and/or training in archives or special collections.
* Records management experience.
* In addition to the above, the following are preferred:
* Certification by the Academy of Certified Archivists.
* CRM certification.
* Database creation and maintenance.
* Electronics Records Management.