Archivist

Job Title:	**Archivist**
Location:	**Ohio County Public Library, Wheeling, West Virginia**
Position Type:	**Full-Time (40 hours per week)**
Reports to:	**Library Director**

Overview

Connect People with Local History

We are seeking a detail-oriented, forward-thinking, and collaborative Archivist to manage, preserve, and provide access to the Ohio County Public Library's archives and special collections, including local history materials, photographs, manuscripts, records, maps, and digital collections. This position supports researchers, library patrons, staff, and community partners by ensuring archival materials are accurately described, properly preserved, and easy to discover. The Archivist is a crucial member of the OCPL staff and will also be asked to occasionally work at the circulation and reference desk as needed.

Compensation and Benefits

Competitive benefits package including, but not limited to, health insurance, retirement, PTO, and paid holidays.

Pay Range: $48,000-$50,000, commensurate with education and experience.

Essential Duties and Responsibilities

- Arrange and describe collections according to accepted professional standards.
- Create access tools for archives collections, including online finding aids and catalog records.
- Catalog local history and genealogy books for inclusion in the local history room (Wheeling Room).
- Establish, manage, and maintain workflows for the acquisition, processing, and cataloging of archival material.
- Provide reference and research services for requests related to local history and the archives collections.
- Digitize selected archival material according to professionally accepted standards and upload to Flickr, complete with full descriptions and tags.
- Design and manage instruction outreach opportunities with local educational institutions to increase use of collections.
- Develop, maintain, and ensure the security of OCPL Archives collections using accepted conservation and preservation treatments. Maintains the physical condition of collections and facilities.
- Plan and implement special projects involving the promotion of the OCPL Archives collections.
- Maintain Archives and Special Collections web pages and contribute Archives-related material to Wheeling History web pages when appropriate.
- Provide content featuring OCPL Archives collections to the Archiving Wheeling blog.
- Recruit, train, and supervise interns and/or volunteers.
- Manage budgeting and purchase of supplies for the Archives and Special Collections.
- Pursue and administer grant funding related to the maintenance and use of the Archives and Special Collections.

- Assist with planning, curation, and design of exhibitions featuring material from the Library's Archives and Special Collections.

Minimum Qualifications

- Master of Library Science degree with a concentration in archives and/or local history; equivalent education and experience may be considered.
- Demonstrated knowledge of archival processes and standards in appraisal, arrangement, and description.
- Knowledge of national standards and best practices for the description of archival materials (DACS, EAD), authority control, and other data content and structure standards relevant to archival control.
- Working knowledge of standards related to electronic records, digital objects, and metadata, and knowledge of various digital content formats and standards.
- Ability to manage multiple projects simultaneously.
- Strong research, organization, writing, and communication skills.
- Ability to work respectfully and effectively with diverse community members, volunteers, donors, and researchers.
- Ability to work occasionally in the evenings and weekends.
- Satisfactory background check.

Knowledge, Skills, and Abilities

Successful candidates will demonstrate:

- Excellent interpersonal and customer service skills.
- Strong verbal and written communication abilities.
- Skill in developing partnerships and collaborating with community organizations.
- Proficiency with computers, Microsoft Office applications, online communication platforms, and social media.
- Strong organizational and time-management skills.
- Ability to work independently while also functioning effectively as part of a team.

- Commitment to excellent public service and equitable access to information.
- Ability to speak comfortably before groups of all sizes.

Physical Requirements and ADA Statement

The Ohio County Public Library is committed to providing equal employment opportunities and reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), as amended.

An employee in this position must be able to perform the essential functions of the job, with or without reasonable accommodation. Duties may require frequent sitting, standing, walking, reaching, and use of hands; occasional lifting and carrying of outreach materials and equipment weighing up to 30 pounds; operation of a motor vehicle; and travel to community locations throughout the library's service area.

Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would create an undue hardship on library operations.

Why Join Ohio County Public Library?

The Ohio County Public Library is dedicated to enriching lives through learning, literacy, and community engagement. We value innovation, collaboration, public service, and the creation of welcoming spaces for all residents.

If you enjoy building relationships, engaging with diverse communities, and making a positive impact through public service, we encourage you to apply.

How to Apply

Submit:

- Cover Letter
- Resume
- Employment Application

to: Amy.kastigar@ohiocountylibrary.org
Or:

Ohio County Public Library
52 16th Street
Wheeling, WV 26003

Applications will be accepted until the position is filled.
The Ohio County Public Library is an Equal Opportunity Employer and encourages applications from qualified individuals of all backgrounds.