

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, ARCHIVAL OPERATIONS

Reports to: Designated Supervisor

UW Job Code: 4516

UW Job Family: 3D – Media/Communications/Art

SOC Code: 25-4013

FLSA: Exempt

Pay Grade: 22

Date: 1-1-22

JOB PURPOSE:

Oversee the operation of select archival, financial, personnel, and institutional support functions. Supervise individuals or multiple units within a department as designated by the departmental manager; alternatively, they may report to the director and take on responsibilities that are Center-wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the operation of select archival and support functions including direct supervision of full-time and part-time personnel.
- Direct archival operations that involve multiple AHC departments or multiple departments and units across the UW campus.
- Liaise with other campus and off-campus institutions and organizations as needed to further AHC goals and programs. Provide professional recommendations and instruction regarding archival operations and procedures as required.
- Develop project goals and provide recommendations.
- Train personnel on operating procedures, techniques, and methodology for assigned areas. Provide day-to-day supervision as well as problem-solving oversight as required.
- Develop documentation for operational procedures and workflows for assigned areas. Examine and refine those procedures and workflows as needed.
- Coordinate with other AHC departments and units as needed to facilitate smooth operations and efficient workflow.
- Oversee the financial responsibilities of designated areas and coordinate expenditures as well as provide budgetary oversight and planning for present and future expenditures.

SUPPLEMENTAL FUNCTIONS:

- Some travel may be required.

- May serve as a representative for the department or center on University or other committees, as directed.
- Acquire and continually update knowledge of current archival and support functions to facilitate assigned AHC operations.
- May perform additional special assignments as directed.
- Participate in outreach functions to promote the AHC's goals and programs.

COMPETENCIES:

- Attention to Detail
- Technical proficiency in assigned responsibilities
- Progressive professional development
- Integrity
- Consistency
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **5 years work-related experience in an archival setting**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Archival concepts, methodology, and techniques.
- University, state and federal policies, rules and regulations relating to archives.
- Historical contexts governing archival operations.
- Available sources of archival materials.
- Contemporary archival and records management principles and practices.
- Creating and maintaining databases.
- Data management and tracking.
- Descriptive cataloging principles and archives use of the Internet.
- Policy and procedure development and implementation processes and procedures.
- Budget development and fiscal management processes and procedures.
- Supervisory methodology and performance evaluation strategies.

WORKING CONDITIONS:

No major sources of discomfort, museum environment.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.