

## SAMPLE JOB DESCRIPTIONS

### National Archivist

#### **Basic Function:**

Manages the National Bahá'í Archives, advises the National Spiritual Assembly and the National Bahá'í Archives Committee of the Archives' status, and recommends proposals regarding development, expansion, and utilization of the Archives.

#### **Principal Responsibilities:**

1. Responsible for soliciting, acquiring, accessioning, processing, and maintaining all material in the National Bahá'í Archives, including such special materials (i.e., works of art and gifts) as the National Spiritual Assembly chooses to place under the jurisdiction of the Archives.
2. Ensures the preservation and security of the holdings of the National Bahá'í Archives.
3. Determines which records are archival, maintains appropriate accession records, arranges proper storage, and deaccessions materials as necessary.
4. Answers requests for information from The Universal House of Justice, the National Spiritual Assembly, the National Centre Staff, Bahá'í institutions, individuals, and the public, and handles other correspondence.
5. Facilitates access to the National Bahá'í Archives by researchers and administrators and supervises researchers.
6. Prepares reports and an annual budget, monitors expenditures, and keeps the National Archives Committee apprised of the financial status of the Archives.
7. Supervises Archives staff.
8. Advises Bahá'í administrative institutions on how best to store records and on the basic elements of good records management.
9. Monitors the records management program at the Bahá'í National Centre to ensure the transfer to the National Bahá'í Archives of administrative records of permanent value.
10. Makes proposal and policy recommendations to the National Bahá'í Archives Committee and consults with the Archives Committee chairman about the agenda for each committee meeting.
11. Organizes exhibits for Bahá'í conventions, conferences, and institutes.
12. Provides advice and assistance to other Bahá'í archives and conducts training programs.

## **Assistant Archivist**

### **Basic Function:**

Assists the Archivist in the day-to-day functioning of the National Bahá'í Archives

### **Principle Responsibilities:**

1. Assists Archivist in all phases of archival work.
2. Assists Archivist in soliciting collections for the archives.
3. Accessions and processes archival material received by the Archives, including microfilming of collections.
4. Supervises researchers and answers reference questions.
5. Assists Archivist in organizing exhibits.
6. Performs related tasks as assigned.

## **Archives Clerk**

### **Basic Function:**

Responsible for reference services in the National Bahá'í Archives

### **Principle Responsibilities:**

1. In charge of Archives reading room.
2. Supervises and assists researchers.
3. Answers routine requests for information.
4. Answers telephone.
5. Accessions newly-received archival material.
6. Uses computer word processor and database program to complete correspondence, catalog cards, inventories, and other finding aids and to transcribe oral history interviews.
7. Assists Archivist in acquisition of archival material and oral histories.
8. Assists Archivist in providing advice to Bahá'í institutions on their archives.
9. Performs related work as assigned.