General Description
Supervises the arrangement and description, and the provision of access to archival materials.

Examples of Duties
- Analyzes, researches and catalogs a wide variety of items, such as manuscripts, artifacts, photographs and audiovisual materials.
- Sorts, organizes and arranges archival and manuscript materials of all formats.
- Catalogs print and non-print materials by determining logical and consistent categories for items, and composes descriptions; uses the Machine Readable Cataloging (MARC) format when appropriate.
- Researches archival, library and other sources for information to determine the appropriate arrangements, and to prepare textual and electronic descriptions and access tools.
- Maintains collection inventories.
- Determines the titles to be archived.
- Oversees the security of archived collections.
- Provides reference services for library patrons.
- Assists in the display of artifacts.
- Assists in developing policies and procedures.
- Supervises student assistants and volunteer processors.
- Assists in office management activities.
- Surveys materials to be accessioned/acquired and notes any special qualities, such as damage.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of library archival policies and procedures.
- Effective time management skills.
- Effective organizational skills.
- Effective oral and written communication skills.
- Ability to supervise student assistants and volunteer processors.

Minimum GSU Hiring Standards
High school diploma or GED and three years library or archive experience; or a combination of education and related experience. Lead worker experience may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.