

## CITY OF BRISBANE

### HISTORY PROJECT ASSISTANT

#### **Definition**

Under the general supervision of the Administrative Services Director, the History Project Assistant provides administrative support to the Citizens' History Committee members and staff representative; responsible for the management of cataloguing, editing, preserving, and maintaining permanent records and historically valuable documents; implement policies and procedures with regard to processing, documenting, and accessing archived information and materials; in coordination with the committee, will facilitate various projects including the city's video and oral history, coordination of the history room at the library and managing research on historical events and people; coordinates work with the Peninsula Library staff on the Brisbane Library's History Room and History Project.

#### **Example of Duties (Illustrative Only)**

- Preserve and maintain historically valuable documents and objects, and acquire new materials
- Assist in the design, planning, installation, and maintenance of artifacts
- Create and maintain archived records in a computer database
- Provide access and assistance to the public and respond to information inquiries
- Serve as liaison on the Citizen's History Committee and coordinate meetings on a regular basis
- Assists with tours, programs, and activities
- Assist in training interns, students, staff, and volunteers
- Prepare budgets, proposals, contracts and grants
- Facilitate project scope for oral and video history, including identifying topics, scheduling interviews, contracting videographers, reviewing post production end product and reviewing transcripts for accuracy.

#### **Qualifications**

**Knowledge of:** Archiving principles, accession and cataloging protocols for artifacts, documents and pictures. Governmental regulations and legal requirements related to archives. Knowledge of industry standards and trends. Standards relevant to public art enrichment programs and activities.

**Ability to:** Perform management and administrative functions. Communicate effectively, orally and in writing with staff, community, trustees, vendors and others. Ability to carry out independent research. Technically proficient in database and records management systems. Able to prioritize and organize multiple projects and assignments in a methodical manner.

**Education and Experience:** *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

A Bachelor degree from an accredited college or university in Anthropology, History, Museum Science, Library Science or related field. One to two years full-time experience working in

archives management, preservation or other historical society related experience. Experience working in digitalized records management and professional archives management software.

**Working Conditions:** Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

**License:** Specified positions may require a valid California class C driver's license and a satisfactory driving record.

**Physical Demands:** Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: February 7, 2019  
Resolution: 2019-02

Revised Date:  
Resolution:

Bargaining Unit: N/A  
Resolution:

Former Titles: Archive Assistant

Abolished: