

Archivist – Job Description

JOB PURPOSE

The Archivist will identify and maintain permanent SDHS records and historically valuable documents, both paper and electronic.

DUTIES and RESPONSIBILITIES

Collects SDHS records and documents, both paper and electronic.

Appraises, selects, edits, documents, and catalogues material

Arranges for storage of material

Participates in retrieval and use of materials

Work with people doing other SDHS jobs, (e.g. Social Media, Database, Photographer) in relevant aspects of archival process.