

# **POSITION DESCRIPTION**

## **CITY ARCHIVES INTERNSHIP PROGRAM**

### **GENERAL PURPOSE**

The student internship program will assist the City Archivist in processing City and Historic Preservation owned collections. In addition, the student intern will work in close proximity with the City Archivist on a wide range of projects and programs in accordance to historic preservation efforts in Deadwood, South Dakota.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Historic Preservation Officer and the direct supervision of the City Archivist.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Help with the perpetual care and maintenance of City owned collections through accessioning, cataloging, and exhibition.

Conduct research and respond to research requests.

Assist the City Archivist in locating desired materials from City owned collections.

Help the City Archivist with research and development of exhibits.

Help with the digitization of archival collections.

Conducts other duties as needed or assigned by the City Archivist.

### **PERIPHERAL DUTIES**

Assist Historic Preservation Staff with annual and semi-annual events including the Historic Preservation Symposium, Century Awards, Wall of Fame, HPC dedications and open houses.

### **DESIRED QUALIFICATIONS**

Keen interest in history and archaeology.

### **SPECIAL REQUIREMENTS**

None.

## **TOOLS AND EQUIPMENT USED**

Microsoft Office, PastPerfect 4.0 Collections software, File Director, Adobe Photoshop, Adobe PageMaker.

Experience in Microsoft Access, ArcGIS, and web development will be a plus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to work with very dusty and dirty materials. May be required to climb ladders to retrieve or shelve archival materials.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderately noisy.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## FUNCTIONAL JOB DESCRIPTION

DATE: \_\_\_\_\_

Position: Student Intern

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 10/17/16      Revisions: \_\_\_\_\_

### Physical Demands

Note: In terms of an eight-hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	2	6	
Stand	1	1	
Walk	1	1	

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl	X				
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

### PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	50 pounds	25 pounds		
Lift (pounds)	50 pounds	25 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate vehicle.
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	Computer

### SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Mask, gloves.
Correctable vision to 20/40 Near/Far	X		

## ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.		X	
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.		X	
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.		X	
Worker is subject to night work hours.		X	

## MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency		X	
Handling Conflict		X	
Handling multiple priorities	X		
Make decisions with limited information.		X	
Make non-routine or unexpected judgments.		X	
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.		X	
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure		X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		
Reading Skills:			
Basic instructions material	X		
Technical information	X		
Other			
Other			

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
STUDENT INTERNSHIP PROGRAM**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved by City Commission: 10/17/16

Created by City Archivist: 10/06/2016