

Class Code:.....0747
Position #: (PSA).....
Developed by:.....PD
Reviewed by:.....SG
Approved by:.....LK
Date:.....2/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Curator, Capital Projects/University Records Vault
DIVISION: Administration (Capital Projects)
REPORTS TO: Director, Capital Projects
GRADE: 10
SUPERVISES: Student Assistants

BASIC FUNCTION:

Responsible for the administration, development, organization, services, preservation, and maintenance of the University's architectural plans, maps, manuals, and associated documents for all campus building and infrastructure in both paper and electronic formats (CAD, JPEG, TIF, PDF). Provide services for other University personnel and vendors at the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform, without direction, independent and complex duties essential for support of the University's Business Services, including Capital Planning, Capital Projects, Facilities Department and other University personnel and departments, as well as many vendors to the University.

Act as liaison with the University-wide community, including teaching faculty, graduate students, undergraduate students, and staff regarding all information needs related to the built environment of University buildings and infrastructure.

Ensure that upon completion of projects, the University receives all project record construction documents and drawings, as provided for in contractual documents.

Restore and maintain original order(s) for all drawings, maps, manuals, documents and electronic files which date from about 1890. Develop and maintain the Vault's overall collections.

Develop standards and procedures for digitization of paper records, and implement digitization initiative.

Preserve materials as needed. Prepare records for official transfer to University Library Archives.

Classify, catalog, and organize materials within the Vault's classification system. Develop specialized indexes and taxonomies specific to the collection.

Manage the Vault's budget for collections, supplies, equipment, repairs, and other operating expenses.

Prepare Requests for Proposals as needed, according to State Purchasing guidelines.

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Serve as resource and reference specialist for the University on all matters relating to the official architectural and construction document(s), maps, and records for the four campuses, including approximately 280 buildings.

Supervise and check student work as needed.

Develop and implement policies and procedures relating to this collection. Ensure that users of the collection have reproduction materials supplied on demand.

Provide for the security and maintenance of all materials in the Vault.

Prepare departmental reports, including annual reports and budget requests, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Establish records retention schedules in accordance with legal requirements of the University.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printers, scanners copiers; word processing, database management and spreadsheet software, including equipment and software specifically relating to oversized documents and the built environment. Lifting of boxes up to 40 lbs. in weight.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree from an ALA (American Library Association) accredited institution with coursework in archival management; experience in cataloging and indexing; experience in operating sophisticated oversize document equipment (e.g., scanner, plotter/printer); experience with computers and applications software; experience in maintaining software and hardware; experience with CADD files; strong interpersonal skills and ability to communicate effectively orally and in writing; ability to organize, coordinate and supervise student assistants; ability to perform independently.

Preferred: Practical experience with oversized architectural drawings and maps; records management experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.