



# Uintah County

## Job Description

Title:	Collection Manager & Registrar	Code:	222
Division:	Administration	Effective Date:	12/25
Department:	Regional History Center (Library)	Last Revised:	
FLSA:	Non-Exempt CS		

### **General Purpose:**

The Collection Manager and Registrar is responsible for implementing policies and procedures related to the care, preservation, and documentation of the Regional History Center's collections. This position oversees the proper storage, handling, and movement of artifacts while maintaining accurate records and documentation of the archive center's holdings that represent the rich cultural and natural heritage of the Uinta Basin.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Regional History Center Supervisor.

### **SUPERVISION EXERCISED**

May provide general supervision to Regional History Center Clerks, interns, or volunteers as assigned by the RHC Supervisor. Incumbents may be required to act as person in charge during designated shifts.

### **Essential Responsibilities:**

- Manages and maintains the Regional History and archive collection management database system, ensuring accurate documentation of all objects
- Creates and maintains records for acquisitions, loans, exhibits, and deaccessions
- Oversees proper storage conditions and monitors environmental controls for collections
- Conducts regular inventory and condition assessments of collection objects
- Coordinates with staff on exhibition installation and de-installation
- Processes new acquisitions and manages donation procedures
- Implements pest management protocols and monitors collection spaces
- Assists researchers, staff, and the public with collection access requests
- Trains and supervises volunteers and interns in collections care
- Helps develop and implement collection policies and procedures
- Assists with exhibition planning and installation
- Manages photography and documentation of collection items



- Coordinates with local organizations and other museums for loans and exhibitions
- Other related duties as assigned

**Required Qualifications:**

- Associate's degree (A.A./A.S.) or two years of college coursework in Museum and Archive Studies, Education, History, Art History, Library Sciences, Anthropology or related field

AND

- Minimum two years of experience in program development or museum education
- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Experience working with diverse audiences
- Proficiency in Microsoft Office applications
- Valid driver's license

OR

- Equivalent combination of education and experience that provides required knowledge, skills, and abilities

**Preferred Qualifications:**

- Bachelor's or Master's degree and Archive Studies, History, Education, Business Management, Library Sciences, or related field
- Experience with collection management software
- Knowledge of proper handling techniques for historic objects
- Understanding of preservation and conservation principles
- Knowledge of Uinta Basin history and culture
- Experience training and supervising volunteers
- Grant writing experience
- Experience managing volunteers
- Experience with Past Perfect software

**Working Conditions:**

- Work is performed primarily in a climate-controlled archive environment
- Requires periods of standing, bending, and reaching
- Must be able to climb ladders and move objects safely
- May involve travel to other facilities or for professional development



### Physical Requirements:

- Ability to stand, walk, and sit for extended periods
- Capable of lifting and/or moving up to 50 pounds
- Ability to lift/move items of more than 50 pounds with assistance
- Ability to squat, bend, and kneel
- Ability to push/pull book carts
- Must be able to work in an environment with continuous interruptions
- Vision adequate for extensive computer work
- Must have reliable transportation

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)