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The Catholic Diocese of Charlotte

**Job Title:** Archives & Records Manager

**Reports To:** Chancellor

**Office:** Chancellor

**FLSA Status:** Exempt, Full Time with Full Benefits

## Summary

Administers the archives, the records management program, and the electronic document management system under the direction of the Chancellor/Vice Chancellor. This is a Full Time Position with a Salary of \$50,000 per year.

## Essential Duties

Duties and responsibilities will include the following; however, other duties may be assigned as the needs of the department require.

1. Administers the diocesan Archives and Record Management Program
2. Administers the diocesan Electronic Document Management System
3. Drafts and implements policies & procedures to administer current and archival records
4. Prepares & administers the annual archives budget
5. Serves as the main archives & records liaison to diocesan offices, parishes, schools, institutions, and organizations, professional organizations & the general community.
6. Administers the diocesan records protection program, including records restoration, destruction, and digitizing vital records.
7. Trains or provides training/educational opportunities for staff
8. Serves as historian for special diocesan publications and programs.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **Education and Experience**

### ***Minimum***

- Bachelor's Degree in a related field
- One (1) to four (4) years related experience and/or training in an archive

### ***Preferred***

- Master's Degree in a related field (MA, MS, MSLS, MSIS or equivalent)
- Four (4) to ten (10) years related experience and/or training in an archive, Or equivalent combination of education and experience
- Professional designation as a Certified Archivist (CA) and/or Certified Records Manager (CRM)

## **Language Skills**

### ***Minimum***

- Ability to read, analyze and interpret common professional, scientific, and technical journals, financial reports, and legal documents.
- Ability to communicate effectively, including the ability to effectively present information to top management, staff, public groups and or boards of directors, and respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to prepare clear and concise archives material including policies, reports, forms, and correspondence and to write speeches and articles for publication that conform to accepted style and format.

### ***Preferred***

- Preference given to ability to read and interpret at least one foreign language common in area.

## **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.

- While performing duties of this job, the employee is frequently required to sit and talk and hear.
- The employee is occasionally required to stand and walk.
- The employee must occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this position include close vision and color vision.

### **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 individuals with disabilities to perform the work.
- The noise level in the work environment is usually moderate.

### **Supervisory Responsibilities**

- Directly supervises archives employees according to diocesan policies, procedures, and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning & directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Send resume with cover letter to: Human Resources Director, Roman Catholic Diocese of Charlotte, 1123 South Church Street, Charlotte, NC 28203 or email to [recruiting@rcdoc.org](mailto:recruiting@rcdoc.org).