

Specification for Class of

ARCHIVIST

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Plans, develops, implements, and administers programs within the archives section or a regional branch of the Division of Archives and Records Management for collecting, preserving, and facilitating public access to electronic and conventional governmental public records of historical, financial, or legal value. Supervises and trains entry-level professionals, clerical staff, interns, or volunteers. _

Typical Work

Develops and administers specialized programs for the control and management of current and archival government records, the protection of essential records, document conservation, records inventory and appraisal, electronic and micrographic imaging, and the cataloging and indexing of archival collections;

Conducts complex historical and legal research and distributes program information and copies of archival documents to client agencies and to the public in electronic and conventional (paper) formats;

Provides expert advice and consultation to agencies of state and local government, historical societies, libraries, museums, and universities on establishing, monitoring, and evaluating effective records management and imaging programs consistent with state public records laws;

Assesses the historical, financial, and legal value of public records and makes final appraisal decisions determining the retention or disposition of those records according to recognized appraisal standards;

Provides professional guidance to researchers and is responsible for ensuring compliance with public disclosure, copyright, and privacy laws governing the access to and use of public records;

Recommends updates to division policies and procedures based on accepted standards and practices within the archives and records management profession;

Writes, prepares, and publishes technical manuals, historical records catalogs, media presentations, historical displays, and educational packages;

Develops, implements, and manages complex manual and computerized systems for the inventory and retrieval of public records;

Maintains cost-effective storage and retrieval systems for state and local government agencies and supervises the disposition of records in accordance with archival appraisal policies and state laws;

Trains, supervises and evaluates entry-level professionals, support staff, interns, and volunteers;

Performs other work as required.

Knowledge and Abilities

Knowledge of: professional archives and records management theory and practice; State records laws; local, State, and U.S. history; state and local governmental operations; use and application of records control systems; micrographics and machine-readable records; supervisory and management techniques; and public and customer service protocol.

Ability to: plan and direct the work of entry level professionals, interns, support staff and/or volunteers; establish and maintain effective working relationships with government officials, archives and records management professionals, educators, researchers and the general public; compile clear and concise reports, manuals, and technical publications; express ideas clearly and concisely, orally and in writing; analyze and research primary-source historical records; evaluate situations accurately and adopt effective courses of action; make presentations to small and large groups; accomplish work and action plan objectives effectively and on time.

Minimum Qualifications

Master of Arts degree in History or a related field with an emphasis in Archival Administration and three years of professional experience in the field of Archives.

New class: 3-13-81

Revised definition, minimum qualifications, distinguishing characteristics, title change (formerly Archives and Records Specialist 2): 4-11-85 (effective 7-1-85)

Revised definition, minimum qualifications, delete distinguishing characteristics and title change (formerly State Senior Archivist): 7-9-99