

ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a difficult nature involving responsibility for planning, developing, implementing and supervising a county program of archival control and maintenance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops policies and procedures for a county archives facility;

Makes a complete study of all county records for inclusion in the archives;

Contacts county administrators and assists them in selecting a departmental records coordinator;

Provides training and assists the departmental coordinators in records survey and inventory procedures;

Advises departments as to proper records storage and serves in a consultant capacity with county departments in areas such files control, micro-graphics, schedule maintenance, machine readable records and other information related subjects;

Supervises organization and physical set-up of the archives;

Administers the county archives facility and program, requisition and control of material, building maintenance and facility-wide quality control;

Compiles written reports of the facility's activities as directed and generates and controls the records of the facility's function;

Designs policy and routine practices and procedures;

Designs long-term projects and expedites their completion;

Explains program to community groups, interested members of the public, other municipal officials,

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etc;

Reviews laws governing which records and files can be destroyed and which must be maintained and oversees the destruction of appropriate files;

Maintains a comprehensive record of the location of all files;

Studies, on an ongoing basis, all county records for inclusion in an archives program;

Acts as a consultant to county departments in areas such as files control, micro-graphics, schedule maintenance, machine readable records and other information related subjects;

Provides for a program of retrieval of county records as needed and/or requested and return to storage;

Oversees the transfer of all little-used county records from the individual county departments to the archives facility;

Conducts survey of storage and structural conditions of archives facility to minimize conditions that are causing or might cause document deterioration (e.g. heat and humidity fluctuations, plumbing and heating system dangers) or loss (fire prevention and physical security).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of planning and administering a government archives program; good knowledge of the methods of organizing government documents; good knowledge of sources and methods used in historical research; ability to conduct records survey and arrange and describe archival materials; ability to express oneself effectively, orally and in writing; ability to prepare reports related to an archival program; and ability to work effectively with a variety of individuals and organizations, including public officials, department

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heads, departmental records officers and private groups.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Library Science, Political Science, Public Administration, Business Administration or related field and one (1) year of professional experience in an archive, museum, public or governmental library; or
- (B) Three (3) years of professional experience in an archive, museum, public or governmental library; or
- (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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