

TITLE: ARCHIVIST, COORDINATOR
CODE: 30436

DEFINITION

This is advanced professional and supervisory work in managing manuscripts and archival records documenting the history of the state.

Employees in this class supervise archival work to ensure the preservation and accessibility of historically valuable information. Work involves recommending goals and priorities for work with historical and current records; recommending policies and procedures for managing records and archival collections; and supervising and training professional, technical, and clerical personnel. Other important aspects of the work are providing consultation in the care and management of historically valuable records; managing the identification, appraisal, arrangement, description, accessibility, and preservation of archival records; and supervising reference and other outreach activities. Employee may supervise professional and technical staff engaged in archives, museum, and educational activities. Employee works independently under the general direction of a division manager who reviews work through conferences and reports.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Conducts and supervises inventories and surveys of records and develops records disposition authorities.

Recommends goals, objectives, policies, and procedures for the functional area of responsibility.

Supervises professional, technical, and clerical personnel and activities associated with the functional area of responsibility.

Analyzes records systems and makes recommendations for improvement in those systems.

Conducts and supervises the acquisition, arrangement, description, and preservation of historical records.

Supervises reference services and assists researchers in locating and using historical records.

Ability to establish and maintain effective working relationships with staff, researchers, private groups, and public officials.

Provides advisory services to historical societies and other repositories.

Prepares or supervises the preparation of reports, publications, and studies; and reviews such projects and other correspondence.

Attends meetings of professional organizations; prepares and presents papers and talks to the research community, professional archival associations, and the public about issues in the administration of archival materials.

Performs related work as assigned.

COMPENSABLE FACTORS

(The following statements are provided in order to identify compensable factors. Minimum qualifications utilized for selection purposes will be determined as part of an examination job analysis procedure.)

Graduation from a four-year college or university with a bachelor's degree in history, library science, or a closely related field, to include or supplemented by courses in archival administration.

Extensive responsible experience in an archives or records repository including supervisory experience.

REVISED: 2/13/02