

ASSISTANT DIRECTOR OF STATE ARCHIVES AND HISTORY

DESCRIPTION OF WORK

This is administrative work assisting in the program direction of the Division of Archives and History. Employee assists the Director of State Archives and History in developing division policies, plans, objectives, operational standards, and budgetary recommendations. Work involves initiating, planning, and coordinating projects related to the sections of Archives and Records, Historical Publications, Museum of History, Historic Sites, Tryon Palace, and the State Capitol/Visitor Center. Work includes daily supervision of divisional operating functions, adherence to professional standards, personnel matters, budgets and funding, and section planning. Employee facilitates any major research projects; coordinates all grant proposals for educational programs including those with the National Endowment for the Humanities; and supervises divisional, educational, and editorial programs. Work is performed independently under the direction of the Director of Archives and History and is evaluated through general program effectiveness, conferences, discussions, and written reports.

EXAMPLES OF DUTIES PERFORMED

Consults with appropriate section heads on matters of long-range planning, operations and personnel. Develops and implements all divisional administrative procedures as outlined by the Administrative Procedures Act.

Directs all educational programs and cooperative courses with colleges and universities through the Institute of Applied History.

Directs such aspects of annual meetings, grant proposals, and informational publications as liaison with the Federation of North Carolina Historical Societies, Institute of Applied History, and North Carolina history teachers and researchers.

Acts for the Director of Archives and History during his absence.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina history, historical events, and historical reference sources. Considerable knowledge of principles and practices of archival and historical administration.

Ability to exercise judgment and discretion in establishing, applying, and interpreting Archives and History policies and procedures.

Ability to plan, organize, supervise, and evaluate subordinate personnel.

Ability to maintain effective working relationships with staff members, departmental personnel, and the general public.

Minimum Education and Experience -

A Ph.D. in history and three years of administrative experience; or an equivalent combination of education and experience.