

Archives and Records Manager

DESCRIPTION OF WORK: Positions in this banded class oversee and direct staff in performing archival and records management duties including acquiring, appraising, accessing, analyzing, organizing, preserving, describing and cataloging, and reformatting collections held in the State Archives. Employees implement policy changes; modify operations to meet goals, mission and priorities; assist in developing and implementing program initiatives; develop and fund new initiatives that promote and raise visibility of the agency; ensure high quality customer service to state and local government agencies, universities, and the general public; provide information to public officials and agencies regarding laws pertaining to archival and records management; submit and monitor budgets; research funding opportunities and develop and write grant proposals for archival and records initiatives; ensure compliance with HR policies and procedures; promote the agency to other state and local government agencies and the general public by giving lectures, conducting workshops and/or training, and directing staff in these activities; and collaborate with other agency staff to achieve goals. Employees maintain statistical data and prepare reports detailing operations, activities, and programs.

EXAMPLES OF COMPETENCIES: CONTRIBUTING

Professional/Technical Knowledge: Applies fundamental knowledge of the principles and practices of archival and records management. Applies fundamental knowledge of and ability to use and apply various metadata standards. Applies fundamental knowledge of and ability to conduct research; assists others in using primary and secondary sources. Applies fundamental knowledge of historical and current storage methods, preservation, and the current and long-range impact of all types of storage systems. Applies fundamental knowledge of current systems, technologies and procedures used in the provision of information services; concepts of fair use, copyright law, state and federal public records law, and intellectual property rights.

Archival and Records Program Management: Supervises and directs staff in appraising, arranging, and describing records and documents; and in arranging and describing complex and/or special collections. Researches funding opportunities; writes grant proposals. Assists in administering awarded grants. Operates within assigned budget; tracks expenditures; identifies potential cost savings. Demonstrates and applies fundamental knowledge of the organization and operation of state and local governments as they relate to records management.

Organizational Awareness and Commitment: Demonstrates a full understanding of the role of the department and services it provides to state and local government agencies and the general public. Demonstrates a full understanding of resources within each branch/unit of the department.

Strategic Planning: Sets organizational goals that are specific, measurable, relevant, achievable and time-bound, and that reflect the overall mission of the department. Identifies critical objectives, timeframes, and resources to support the overall mission of the department.

Building Partnerships: Builds collaborative relationships to meet department goals. Actively assists and advises state and local governments on matters pertaining to archival and records management. Looks for ways to develop new partnerships and supports existing partnerships.

Human Resources Management: Makes work assignments based on knowledge of staff availability, skills and resources. Recruits and selects employees following standard human resources policies and procedures. Establishes employee work expectations and work plans; assesses employee skills; conducts performance reviews with the assistance of a higher-level manager. Identifies and recommends career development opportunities with employees.

Change Management: Understands change management strategies and principles. Identifies and communicates the beneficial aspects of change to staff.

Communication: Communicates about services, processes, and procedures to internal and external audiences. Prepares, organizes and may review written reports according to documentation standards and requirements; guides staff in preparing written reports.

Training: Conducts workshops and training for staff, local and state government employees, and the general public.

JOURNEY

Professional/Technical Knowledge: Applies comprehensive knowledge of the principles and practices of archival and records management. Applies comprehensive knowledge of and ability to use and apply various metadata standards. Applies comprehensive knowledge of and ability to conduct research; trains and oversees others in using primary and secondary sources. Applies comprehensive knowledge of historical and current storage methods, preservation, and the current and long-range impact of

Strategic Planning: Organizes information and data to identify/explain major trends, problems, and causes; compares and combines information to identify underlying issues. Identifies and fills gaps in information required to understand strategic issues. Implements changes within scope of the strategic plan.

Building Partnerships: Builds collaborative relationships to meet department goals throughout state and local government. Leads effort in providing assistance and advice to state and local governments on

all types of storage systems. Applies comprehensive knowledge of current systems, technologies, and procedures used in the provision of services.

Archival and Records Program Management: Oversees the appraisal, arrangement, and description of records. Evaluates and formulates practices and methodologies for efficacies, improved access, and preservation. Ability to plan and implement the delivery and improvement of services, staffing and resources, some of which may include larger staff, multiple programs or moderately complex or significant programs. Researches funding opportunities; develops and writes grant proposals; promotes and represents the agency to granting agencies/organizations. Administers awarded grants. Monitors expenditures and identifies potential budget issues.

Organizational Awareness and Commitment: Demonstrates a broad understanding of the role of the department and services it provides to state and local government agencies and the general public. Demonstrates a broad understanding of resources within each branch/unit of the department. Demonstrates a broad understanding of the agency's policies and procedures.

ADVANCED

Professional/Technical Knowledge: Applies extensive knowledge of the principles and practices of archival and records management. Applies extensive knowledge of and ability to use and apply various metadata standards; proficient in the application of multiple metadata standards. Applies extensive knowledge of and ability to conduct research. Applies extensive knowledge of historical and current storage methods, preservation, and the current and long-range impact of all types of storage systems.

Archival and Records Program Management: Oversees the appraisal, arrangement, and description of records. Evaluates and implements practices and methodologies for efficacies, improved access, and preservation. Provides oversight of awarded grants; develops and submits reports on current grants. Researches, recommends, and approves major expenditures; prepares budget.

Organizational Awareness and Commitment: Demonstrates the highest level of understanding of the role of the department and services it provides to state and local government agencies and the general public. Creates opportunities to promote the work of the department to other agencies and organizations that share common goals.

MINIMUM TRAINING AND EXPERIENCE: Master's degree in history, public history, public administration, or a related social science discipline with coursework in archival or records management and two years of progressive experience in archival or records management work; or an equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.

matters pertaining to archival and records management. Develops new partnerships to further promote the goals of the agency.

Human Resources Management: Reviews staff allocation levels to ensure appropriate staffing to provide sufficient customer service. Participates in the planning process with regard to workforce development issues and trends. Recommends and/or makes selection decision. Ensures adherence to state and departmental recruitment and selection procedures. Develops and implements work plans; conducts performance reviews.

Change Management: Leads a transition from old to new programs at the unit level. Promotes alternative work methods in response to new information, changing conditions, new technology, or unexpected obstacles.

Communication: Communicates moderately complex program information outside of the organization. Responds to requests/issues that deviate from standard operating procedures. Responds to requests for program and procedural information.

Training: Develops and conducts workshops and training for staff, state and local government employees, and the general public.

Strategic Planning: Anticipates trends and future changes that represent threats or opportunities and determines an appropriate course of action. Generates and considers alternative options for action to achieve a long-range goal or vision.

Building Partnerships: Builds collaborative relationships to meet agency goals throughout the state and nationally; coaches others in building collaborative relationships. Manages implementation of partnerships.

Human Resources Management: Leads planning process with regard to workforce development issues and trends. Oversees supervisors to ensure compliance with recruitment and selection policies and procedures. Actively promotes the retention of skills or future recruitment needs of the unit or section.

Change Management: Leads the development and implementation of vision and mission statements. Leads and directs the development and implementation of goals and objectives.

Communication: Communicates major and/or complex situations and actions internal and external to the organization.

Training: Leads and coaches others in the development of workshops for staff, local and state government employees, and the general public.