

Archives and Records Professional

DESCRIPTION OF WORK: Positions in this banded class perform specialized archival and records management duties pertaining to appraisal, accessioning, disposition, and providing access to public and private records. Duties may include the appraisal, arrangement, preservation and description of public and private records and historical collections in all formats; producing finding aids in both published and web-based formats in order to promote access to collections; developing record retention and disposition schedules; providing reference and access services; responding to historical and reference questions asked by state and local government agency staff and the general public; and answering questions posed by researchers concerning records and record keeping functions, historical events, and research and genealogical techniques. Positions require knowledge and application of relevant standards, policies, procedures, as well as standard and specialized technologies and applications. Employees in this banded class provide consulting services to clients including employees and officials of state and local government agencies and members of the University System. They advise clients in the creation of policies, procedures, rules, regulations, and standards for the creation, maintenance, utilization, retention, preservation, and disposition of records in all formats. Employees provide educational and outreach support by presenting lectures and workshops to state and local government agencies, students, and historical, civic, educational, and professional organizations.

EXAMPLES OF COMPETENCIES: CONTRIBUTING

Knowledge – Professional and Technical: Basic knowledge of the principles and practices of archival and/or records management. Basic knowledge of and ability to apply metadata standards. Basic knowledge of and ability to conduct research using primary and secondary archival, records management and legal sources. Basic knowledge of historical and current storage methods, preservation, and the current and long-range impact of all types of storage systems. Basic 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. Basic knowledge of multiple, complex sets of standards, policies and procedures. Interprets multiple, complex sets of standards, policies and procedures.

Archival and Records Management: Ability to appraise, arrange, and describe records and documents transferred to State Archives; ability to produce finding aids to promote access to the records and documents. Ability to analyze, appraise, describe, and assign disposition to public records; ability to provide access as needed. Ability to provide basic reference and consultative services; ability to assist clients in meeting their clients' needs.

JOURNEY

Knowledge – Professional and Technical: Full knowledge of the principles and practices of archival and records management. Full knowledge of and ability to apply metadata standards. Full knowledge of and ability to conduct research using primary and secondary sources. Full knowledge of historical and current storage methods, preservation, and the current and long-range impact of all types of storage systems. Full 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. Full knowledge of and ability to interpret

Client/Customer Services: Ability to assist patrons by providing routine information and resources; ability to assist patrons in solving routine problems in using technology, resources and facilities. Ability to collect information; conducts routine searches. Ability to select among a large and complex variety of resources. Ability to use complex search strategies to obtain results. Ability to conduct research for special requests from legislators and/or other government officials.

Communication and Interpersonal Skills: Ability to present ideas in a clear, concise, organized manner. Ability to communicate about services, processes, policies, and procedures to internal and external audiences. Ability to maintain effective working relationships with others. Ability to build collaborative relationships to meet branch/unit goals.

Training: Ability to deliver training to various audiences. Ability to conduct workshops and training for local and state government employees, department staff, and the general public.

Planning and Organizing Work/Administrative Support: Ability to implement the delivery and improvement of services, staffing and resources. May require ability to purchase supplies and or/equipment by utilizing appropriate purchasing systems, policies and procedures. May require ability to monitor branch/unit budgets adhering to agency guidelines..

Client/Customer Services: Ability to assist patrons by providing complex information and resources; ability to assist patrons in solving non-routine problems in using technology, resources, and facilities. Ability to conduct non-routine searches. Ability to conduct research interviews, investigates and selects among a large and complex variety of resources to find the needed information. Ability to develop search strategies, using complex databases, and other reference tools. Ability to collect information to assist in developing customized reference and support for groups of clients.

Communication and Interpersonal Skills: Ability to explain specialized and educational programs and

multiple, complex sets of standards, policies and procedures; applies knowledge to extrapolate from existing guidelines to specific situations.

Archival and Records Management: Ability to appraise, arrange, describe and reference records and documents transferred to State Archives; ability to produce finding aids to promote access to the records and documents at a higher level or in a specialty area. Ability to analyze, appraise, describe, and assign disposition to public records at a higher level or in a specialty area; ability to promote access to public records. Ability to provide specialized reference and consultative services; ability to advise on best practices in archival and record management stewardship and techniques. Ability to conduct in-depth research using primary and secondary source materials. Ability to monitor compliance with confidentiality and security policies and practices; identify issues and concerns.

ADVANCED

Knowledge – Professional and Technical: Thorough knowledge of the principles and practices of archival and records management. Thorough knowledge of and ability to apply metadata standards. Thorough knowledge of and ability to conduct research using extensive primary and secondary resources. Thorough knowledge of historical and current storage methods, preservation, and the current and long-range impact of all types of storage systems. Ability to interpret and apply thorough knowledge of concepts of fair use, intellectual property rights, copyright law, and state and federal public records law.

Archival and Records Management: Ability to supervise and lead staff in appraising, arranging, and describing records and documents; ability to arrange and describe complex and/or special collections. Ability to supervise and lead staff in analyzing, appraising, describing, and assigning disposition to public records; ability to work with more complex records and/or situations. Ability to provide extensive consultation on complex issues and make determinations regarding reformatting of records.

topics, as well as policies and procedures of the agency to meet the specific needs of clients/patrons. Ability to communicate information related to the overall operations.

Training: Ability to develop and deliver training to meet the needs of various audiences. Ability to develop and conduct workshops and training for state and local government employees, department staff, and the general public.

Human Resources Management: May require ability to coordinate the work of others. May require ability to review the work of others.

Planning and Organizing Work/Administrative Support: Ability to help 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.

Client/Customer Services: Ability to assist patrons by providing customized information and resources using specific knowledge in area of specialization. Ability to assist patrons in solving varied, complex, and non-routine problems in using technology, resources and facilities. Ability to conduct sophisticated searches using complex and original search strategies using complex databases, and other reference tools.

Communication and Interpersonal Skills: Ability to interpret guidelines, answer inquiries and advise others regarding processes, services, and operations as applied to non-standard situations. Ability to communicate expectations to other employees, which may include formal/informal training.

Training: Ability to identify training needs of various audiences; develop and modify training materials to meet those needs. Ability to coach others in developing and delivering workshops and training for state and local government employees, department staff, and the general public.

Human Resources Management: Ability to manage and direct the work of others; ability to make work assignments. Ability to establish employee work expectations; ability to develop and implement work plans; ability to review performance based on the work plan; ability to prepare performance reviews.

Planning and Organizing Work/Administrative Support: Ability to direct higher-level planning, organizing, and staffing for complex unit(s). May require ability to coordinate through subordinates. Ability to contribute to strategic planning. Ability to actively provide oversight to unit.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree in history, public history, public administration, or a related social science discipline and one year of archival or records management experience; 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.