

ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the operation and administration of the archival component of the records management program for Dutchess County. The incumbent participates in the appraisal of records and documents for future value, directs the transfer of such material from county departments to the records center, and maintains an index, catalogue and labeling system. The incumbent also performs basic preservation work and aids others in using the information available. Work is performed under the general supervision of a higher level employee. Limited supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Surveys county departments and utilizes state records retention and disposition schedules to determine which records should be retained for their continuing value to county operations or for their future research value;
2. Arranges for the legal and physical transfer of custody of records and documents from county departments to the records center;
3. Coordinates the storage of county departmental records and arranges records in accordance with an established filing system;
4. Researches and works with an information technology specialist in developing and maintaining an efficient electronic content management system for archival purposes;
5. Assists county employees and the general public in using information contained in the county archives, including the development of series descriptions and finding aids;
6. Conducts basic preservation and conservation work on records and documents;
7. Assists in the preparation of grant applications related to records preservation;
8. Collaborates with the county historian to assess records for historical value, to preserve historical records, and to improve accessibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of records management systems, methods, and techniques;
Knowledge of preservation methods for records and documents;
Knowledge of governmental activities and procedures;
Skill in organization, communication and reading comprehension;
Ability to use a personal computer and scanner;
Ability to aid others in conducting research in a timely and efficient manner;
Ability to gain cooperation from various departments;
Ability to communicate both orally and in writing;
Ability to bend, lift, climb and stand for long periods of time;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

ARCHIVIST (cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in library science, archives management, public administration, history or a related field and one (1) year of work experience in records management involving indexing, organizing, reviewing, storing, archiving, retrieving and disposing of records in accordance with an established records retention schedule;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in library science, archives management, public administration, history or a related field and three (3) years of work experience in records management involving indexing, organizing, reviewing, storing, archiving, retrieving and disposing of records in accordance with an established records retention schedule;
- OR: (C) An equivalent combination of education, training and experience as within the limits of (A) and (B) above.

NOTE: Filing and general office work experience is not records management experience. Work experience must have been in a controlled records management facility.

NOTE: Graduate work leading to a Master's degree in library science, archives management, public administration, history or a related field may be substituted for the work experience described above on a year-for-year basis.

ADOPTED: 7/11/90
 11/14/90
 1/24/2017