

## ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS: This is skilled professional level work involving responsibility for maintaining and preserving the contents of the Putnam County Archives. The incumbent works closely with the County Historian to establish goals and priorities for the daily operation of the archives. Responsibilities include supervision over historical/archival records and materials preservation, description, arrangement and storage, as well as management of access and retrieval through maintenance and control of databases and classification systems. Additionally, the work involves authentication and appraisal of historical documents and archival materials. The incumbent provides assistance to the public relative to research or information location. The work is performed under minimal supervision, requiring the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over subordinate or volunteer staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews, evaluates and appraises material received by the archive from various sources such as County Records Center, departments, municipalities, historical groups, and individuals;

Preserves and arranges materials such as records, documents, and objects using appropriate archival protective housing and placing in archives;

Prepares archival records by assigning series numbers, writing descriptions, and cataloguing and documenting as appropriate;

Creates copies of records and materials using videotape, audiotape, disk, or computer formats, as necessary;

Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology;

Maintains long term viability of electrical and digital records and copies;

Monitors and maintains optimal environmental conditions in the archives, using a hygrothermograph;

Directs activities of volunteer workers, interns and staff who assist in arranging, cataloguing, exhibiting, maintaining collections, and other archival activities;

Provides reference services and assistance for users needing archival materials;

Copies and scans materials as needed for researchers and archives users;

Manages permission requests for publication;

Collects any fees related to archive copying and/or permissions and maintains records of fees charges and monies collected;

Performs research and assists with special projects at the request of the County Historian or independently;

Drafts policy and procedure for handling of archival materials, specialized equipment, etc., as necessary;

Assists with programs, events and activities sponsored by the County Historian's Office;

Maintains and manages the department's technological equipment, including personal computers, digital cameras and video, printers, scanners;

Performs regular back ups of electronic records, documents and databases;

Maintains inventory of archival materials and supplies, and orders such materials as necessary;

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May post archives databases and related search functions on the web, and update as necessary;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of archival and records management, including electronic records; thorough knowledge of the techniques of conservation, preservation and storage of historical papers and documents; ability to incorporate current advances in electric information storage technology ability to develop and maintain classification systems to facilitate access to archival materials; ability to utilize specialized computer programs such as photo editing, mapping & database softwares; ability to communicate effectively, both orally and in writing; ability to supervise and coordinate the work of subordinates; ability to establish and maintain effective working relationships with colleagues, public officials and the general public.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in Library Sciences, Information Science, History or a closely related field, with a concentration in Archives, and one (1) year experience working in an archive, library, records center, museum or government agency which substantially involved acquiring, referencing, filing and/or preservation of records; or
- b) Bachelors Degree in Library Sciences, Information Science, History or a closely related field with a concentration in Archives, and three (3) years experience as described in (a) above; or
- c) Bachelors Degree and five (5) years experience as described in (a) above; or
- d) An equivalent combination of training and experience as defined by (a), (b) or (c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL NOTE: Library Sciences, Information Science, History and/or Archives programs must meet criteria recommended by the American Library Association (ALA) or the Society of American Archivists (SAA).