

COUNTY ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a difficult nature involving responsibility for overseeing and implementing a county-wide program of archival control and maintenance. The work is supervised by a Deputy County Clerk or the County Clerk and work guidance (i.e. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Education and development of the County's Archives program:

Assists in the development of policies and procedures for a county archives facility by researching records retention systems and regulations, evaluating current procedures, assessing the County's records retention needs, etc.;

Reviews County records to make determinations regarding inclusion in the archives;

Provides training and assists the departmental coordinators in records survey and inventory procedures;

Advises departments as to proper records storage and serves in a consultant capacity with county departments in areas such as files control, micrographics, schedule maintenance, machine readable records and other information-related subjects;

Oversees the organization and physical set-up of the archives.

Work involved in overseeing the operation of the County of Rockland archives:

Oversees the County archives facility and program, including but not limited to requisition and control of material, building maintenance and facility-wide quality control;

Compiles written reports of the facility's activities, as directed, and generates and controls the records of the facility's function;

Provides recommendations regarding the development of policies and routine practices and procedures;

Develops long-term projects and expedites their completion;

Trains employees and department coordinators and coordinates outreach services;

Explains records retention program to community groups, interested members of the public, other municipal officials, etc.;

Reviews laws governing the disposition and retention of records and files and oversees the retention and disposition of such records and files;

Maintains a comprehensive record of the location of all files;

Studies, on an ongoing basis, all County records for inclusion in an archives program;

Acts as a consultant to county departments in areas such as files control, micrographics, schedule maintenance, machine readable records and other information related subjects;

Oversees a program of retrieval of county records as needed and/or requested and return to storage;

Oversees the transfer of all little-used county records from the individual county departments to the archives facility;

Conducts survey of storage and structural conditions of archives facility to minimize conditions that are causing or might cause document deterioration (e.g. heat and humidity fluctuations, plumbing and heating system dangers) or loss (fire prevention and physical security).

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of a government records retention and disposition program (i.e., archives program); thorough knowledge of New York State Department of Education regulations regarding records retention and disposition; good knowledge of the methods of organizing government documents; ability to conduct records surveys and arrange and describe archival materials; ability to communicate effectively, both orally and in writing; ability to prepare reports related to an archival program; ability to understand and interpret regulations and guidelines regarding records management; ability to work effectively with a variety of individuals and organizations, including public officials, department heads, departmental records officers, private groups, etc.; ability to use computer software applicable to records retention and disposition.

MINIMUM QUALIFICATIONS: A Bachelor's degree in any field, and four (4) years of professional or technical experience that substantially involved records retention and disposition in accordance with government regulations (i.e., clerical or comparable retention or disposition of records shall not be deemed qualifying).