

DIRECTOR OF KNOWLEDGE MANAGEMENT AND ARCHIVES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer, the incumbent of this class is responsible for the overall operation of the County Records and Archives Center, a division of the Department of Information Technology. Work involves formulating and implementing policies and procedures to ensure the proper management of the County's electronic and paper records, as well as archives, in accordance with professional Records Management and Archival standards. In addition, the incumbent directs the efficient application of micrographic technology to meet the goals and objectives of the department. The incumbent develops a variety of policies and procedures designed to ensure the efficient operation of the Records and Archives Center. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the overall operation of the County Records and Archives Center by developing policies and procedures and overseeing their efficient and appropriate implementation;

Ensures that all County government records are retained in accordance with federal, state and local law;

Ensures that New York State retention periods are incorporated into the design of new or upgraded electronic information systems;

Acts as a liaison to County agencies in answering questions regarding records retention and storage and ensures that agency representatives are informed of policies and procedures relating to the transfer of records to inactive or archival storage;

Serves as the Department of Information Technology Records Access Officer ensuring provisions of the New York State Freedom of Information Law are followed as outlined in the New York State Public Officers Law. Collects records, redacting as required and prepares correspondence;

Develops and oversees implementation of policies and procedures to provide secure storage and efficient access to inactive County records;

Develops and oversees implementation of policies and procedures to ensure confidential destruction of eligible records;

Develops policies and procedures to ensure the identification, preservation and accessibility of archival records, and to ensure that archives are accessible to the public and government officials;

Works closely with administrators in Information Technology to develop procedures to ensure that the County's information retention goals are supported by the efficient and appropriate application of micrographic technologies such as digital imaging, microfilming, etc.;

Prepares financial summaries and annual budget requests to meet expenditures for staffing, equipment, materials, supplies and expenses;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

As needed, represents the Chief Information Officer in dealings with federal, state and local governments, committees, etc., in matters pertaining to records management, archives, imaging and related issues.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of professional records management principles, including the principles and regulations of records creation, retention and destruction for both paper and electronic records; thorough knowledge of records organization and the techniques for automating the requisition and retrieval of inactive records; thorough knowledge of professional archival principles and practices, including knowledge of appraisal theories, and applications for identifying historical records; good knowledge of archival principles as they apply to a variety of record formats (paper, photographs, video resources, electronic records, etc.); good knowledge of preservation and conservation principles; good knowledge of archival arrangement and description techniques; knowledge of current archival automation methodology (such as the USMARC Format for Bibliographic Data, Encoded Archival Description, etc.); knowledge of micrographic technologies (microfilm, digital images, electronic records, and other micro- and machine-readable formats); knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail and database software and skill in their use; ability to plan, evaluate and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; tact; good judgment; resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) a Master's Degree* in History or Library Science with course work in Archival Administration and/or Records Management and four years of experience where the primary function of the position was managing an archives or records center; or (b) five years of experience as defined in (a), one year of which must have involved Archives management.

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

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J.C.: Competitive
MQT5

Job Class Code: C2999
Job Group: XIV