

## PROGRAM ADMINISTRATOR (ARCHIVIST)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Clerk, and the direct supervision of the Second Deputy County Clerk for Records and Archives, an incumbent of this class is responsible for identifying archival records to determine their long term value, developing a system for their storage and retrieval and developing procedures for their use in research and historical studies. Supervision is exercised over support staff personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops appraisal criteria to ensure the proper identification of archival records;

Conducts surveys of storage and structural conditions of Records Center to minimize conditions that are causing, or might cause, document deterioration (e.g. heat and humidity fluctuations, plumbing and heating system dangers) or loss (danger of fire, physical security);

Develops procedures for accessing archival material;

Designs format for accession form;

Develops a computerized finding and system using MARC format;

Identifies archival records with long term administrative, fiscal, legal or historical research value;

Establishes priorities for the treatment of documents to preserve them, and establishes "work room" in Records Center for remedial treatment on the premises;

Organizes records in accordance with accepted archival principles, particularly provenance and sanctity of original order;

Surveys the storage of records in each County Department and in their District Offices to ascertain the location of archival records that are not presently stored in the Records Center;

Prepares a Guide to Archival Records;

Maintains a liaison with the State Archives, the National Historical Publications and Records Commission, the Historic Records Advisory Committee and the Records Advisory Board as mandated under this program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of administering an archive; good knowledge of the methods of organizing documents; good knowledge of the techniques of preservation and storage of historical papers and documents; ability to appraise the historical value of a wide range of records; ability to establish effective

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

relationships with government officials, technical personnel and the public; ability to effectively communicate orally and in writing; skill in the preservation of documents and records; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) completion of a Master's Degree\* in History or Library Science, and one year of experience working in an archive or working with a manuscript collection in a library or other educational or government facility; or (b) three years of experience as specified in (a).

NOTE: 30 credits towards a Master's Degree\* in History or Library Science may be substituted for one year of the experience specified in (b).

\*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 Education Department as a post-secondary, degree-granting institution.