

## PROGRAM COORDINATOR (ARCHIVES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position establishes goals and priorities for the daily operation of the Westchester County Records and Archives Center located in Elmsford. Responsibilities involve supervision over records storage, retention, retrieval, delivery, disposition, preservation, etc. An incumbent of this position is on stand-by duty for emergency calls to the Center. This position may also act for and on behalf of the Second Deputy County Clerk in his/her absence; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily operations of the Records and Archives Center, ensuring efficient management and disposition of all documents;

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

Makes archival records available to the public and assists patrons in the use of records;

Establishes priorities for the treatment and processing of archival documents;

Maintains the archive database using the MARC/AMC format for Archives and Manuscripts Control;

Directs the records management program to ensure the secure, efficient transfer, storage and disposition of inactive records;

Directs the micro-imaging program of the Records and Archives Center;

Implements and monitors the use of the New York State Retention and Disposition Schedules in County Departments;

Establishes procedures for effective record-keeping to ensure efficient access to records in the Records and Archives Center;

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

Compiles reports and statistics on records storage, volume, and services performed;

Ensures the efficient and economic operation and usage of all lighting, heating and air conditioning equipment needed for the safekeeping of documents and records;

Advises and consults with departmental representatives as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of archival and records management; knowledge of governmental administrative practices relating to organization, policies, budgeting, personnel management, financial and inventory procedures; thorough knowledge of the techniques of conservation, preservation and storage of historical papers and documents; knowledge of MARC/AMC format for reporting both archival data to bibliographic database; ability to effectively communicate orally and in writing; ability to supervise and coordinate the work of subordinates; ability to establish and maintain effective working relationships with Federal, State, County and Local officials; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and either; (a) Master's Degree\* in History, Library Sciences or a closely related field and four years experience managing an archives or records center, or; (b) Bachelor's Degree\* and six years experience managing an archives or records center, or (c) satisfactory equivalent combination of the foregoing training and experience.

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