

COUNTY ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for organizing, planning and coordinating the creation, maintenance, storage, preservation, and disposition of activities of a wide variety of county records and materials which will ensure compliance with professional and legal standards established by the NYS Education Department. The work involves administering the archival program and work space, directing the county's archival program, creating exhibits and determining the proper practice and procedures for the collection, classification, care, preservation and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical and other significant value. Work is performed under the general supervision of a higher-level employee. Supervision may be exercised over the work of subordinate employees or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops the County Archives Program and work space, ensuring compliance with professional and legal standards;

Compiles and maintains archival management data and reports;

Plans and conducts training programs for staff and volunteers on proper archival method;

Advises staff, public and County agencies in the use of the County Archives Program;

Serves as liaison to the Matthewis Persen House with the goal of overseeing the daily operation of the site including scheduling of guest host(s), programming, supervision of employees, creation of all County exhibits and establishing events that emphasize the distinct history of Ulster County;

Works with the County Records Manager in identifying, assessing and overseeing the transfer of records of historical value from County agencies to archives;

Develops, maintains and evaluates records care, assessment and inventory according to current archival practices;

Maintains computerized cataloging and retrieval systems for archival materials;

Creates exhibits using archival records for the Ulster County Archival Gallery, the Matthewis Persen House, libraries and other venues throughout the County;

Assists in various research projects involving County records;

Represents the County archives at conferences, workshops and meetings;

Evaluates the historical significance of County documents;

Provides reference services to researchers in the archives, over the telephone and through mail and email.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of methods for indexing and inventorying records; thorough knowledge of laws, rules and regulations governing records retention and destruction of public records; thorough knowledge of records management systems, record retention schedules and archival principles and practices; good knowledge of methods of processing, care, preservation, restoration and filing of archival materials; skill in the operation of microfilm equipment and microfiche; ability to supervise the work of others; ability to create archival exhibits; ability to read and understand technical written material such as legal documents and records retention schedules; ability to express oneself clearly orally and in writing; ability to get along with others and deal positively with the public; ability to prepare written reports; ability to train employees in records management procedures; ability to organize and file a large volume of records efficiently and accurately; attention to detail; accuracy; integrity.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Bachelor's degree in records management, library science, history, archival technology or closely related field and two (2) years of full-time paid or its part-time equivalent experience in a governmental archives or records management center engaged in the reference, accession, and disposal of records and other archival materials; **OR**
- B. Graduation from an accredited college or university with an Associate's degree in records management, library science, history, archival technology or closely related field and four (4) years of full-time paid or its part-time equivalent experience in a governmental archives or records management center engaged in the reference, accession, and disposal of records and other archival materials; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience as described above.

ULSTER COUNTY
1875 CO ARCVST
Classification: Competitive
Grade: 13
Union: CSEA

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