

Class Concept

This is administrative and professional work in directing all divisional programs within the Division of Archives and Records. Position directs all division program planning to include goals and program strategies, personnel, resource, and budgetary management in concert with the overall departmental organization mission. Position also serves as State Records Administrator with responsibility for the oversight of the department's legal mandate to manage the preservation and disposition of public records in all levels of government. Work includes supervision of divisional operating functions, adherence to professional standards, personnel matters, budgets and funding and division planning. Develops and implements all divisional administrative procedures as outlined by the Administrative Procedures Act. Position serves as deputy coordinator of the State Historical Records Advisory Board with responsibility for operations of the board and any programmatic and grant activities conducted by the board. Position oversees the development of new initiatives to raise visibility of the division; ensures high quality customer service to state and local government agencies, universities, and the general public; and ensures division staff provides information and programming to public officials and agencies regarding laws pertaining to archival and records management. Work is performed under the general direction of the State Archives and History Director/Deputy.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina history, historical events, and historical reference sources.
- Thorough knowledge of principles and practices of archival and historical administration
- Skills in representing the Department of Natural and Cultural Resources and to interpret its program and its objective to community groups, professional associates, and the public in an effective manner.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting Archives and History policies and procedures.
- Ability to delegate complex tasks to professional staff.
- Ability to plan, organize, supervise and evaluate subordinate personnel.
- Ability to build and use collaborative relationships with local governments, state agencies, the Legislature, support groups, donors and other stakeholders to achieve departmental goals and initiatives.

Minimum Education and Experience

Master's degree in history, public history, library and information science, or a related discipline from an appropriately accredited institution and six years of progressive experience in archival and/or records management or related program; or an equivalent combination of education and experience.