

Class Concept

Positions in this class perform specialized archival and records management duties pertaining to appraisal, accessioning, disposition, and providing access to public and private records. Duties may include the appraisal, arrangement, preservation and description of public and private records and historical collections in all formats; producing finding aids in both published and web-based formats in order to promote access to collections; developing record retention and disposition schedules; providing specialized reference and access services; responding to complex historical and reference questions asked by state and local government agency staff and the general public; and answering questions posed by researchers concerning records and record keeping functions, historical events, and research and genealogical techniques. Positions in this class provide consulting services to clients including employees and officials of state and local government agencies and members of the University System. They advise clients in the creation of policies, procedures, rules, regulations, and standards for the creation, maintenance, utilization, retention, preservation, and disposition of records in all formats. Positions provide educational and outreach support by developing and presenting lectures and workshops to state and local government agencies, students, and historical, civic, educational, and professional organizations. Work requires extensive public contact with a wide variety of clients. Work may include organizing and reviewing the work of others as a team leader or as the supervisor of archivist I or technical support positions.

Recruitment Standards

Knowledge, Skills and Abilities

- Working knowledge of North Carolina history, its people, its places, and the organization and operation of state and local governments in North Carolina, and genealogy practices.
- Working knowledge of principles and practices of archival administration and the ability to keep current with developments and trends in area(s) of expertise.
- Working knowledge of historical research methodology when providing specialized reference and consultative services, including conducting non-routine searches through large and complex variety of records to find the needed information.
- Skill in analyzing, appraising, describing, and assigning disposition to public records at a higher level or in a specialty area.
- Skill in interpreting multiple and complex sets of professional standards, policies and procedures when working with archival records or creating records retention and disposition schedules.
- Skill in developing training and educational materials to present to a government and public audiences.
- Ability to establish and maintain effective relationships with government officials, other employees, and the general public.
- Ability to work with both internal and external organizations to facilitate goals of department and division.
- Ability to set work goals and oversee assignments of a team or employees, if needed.

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 one year of progressive experience in archives and/or records management; or an equivalent combination of education and experience.