

### Class Concept

Positions in this class perform advanced level archival and records management duties in the appraisal, arrangement, description and referencing of historical records and documents at the State Archives. Positions may be responsible for appraising, arranging, and describing historical records in an advanced specialty area. Positions may be responsible for the supervision of a small staff of archivists involved in reference, appraisal, arrangement, and description of historical records. Positions at this level have the following responsibilities: appraising, acquiring, accessioning, arranging, and describing, referencing, and preserving specialized or complex collections and record groups. Positions participate in collection management by contacting potential donors, negotiating with donors for collections, and working with state and local agencies on the transfer of historical records. Positions perform complex research using primary and secondary materials and supervise or oversee research of lower level staff. Positions at this level build collaborative relationships throughout the state and nation to meet departmental and agency goals. Positions identify training needs of various audiences and develop or modify training materials to meet those needs. Duties may include supervision of others, including overseeing and directing staff activities at regional facilities. Positions provide outreach to the public through speaking engagements to historical, civic, and professional organizations.

### Recruitment Standards

#### Knowledge, Skills and Abilities

- Considerable 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.
- Considerable knowledge of North Carolina history, its people, its places, and the organization and operation of state and local governments in NC, and genealogy practices.
- Considerable knowledge of principles and practices of archival administration, including in one or more specialized areas of concentration and the ability to keep current with developments and trends in areas of expertise.
- Skill in interpreting multiple and complex sets of standards, policies and procedures when working arranging, describing, and referencing historical records and official documents.
- Skill in analyzing, appraising, describing, and assigning disposition to public records at a higher level or in a specialty area.
- Skill in planning, assigning, and supervising the work of lower level archivists.
- Ability to establish and maintain effective relationships with government officials, other employees, and the public.
- Ability to plan and manage work assignments of self and staff to efficiently utilize resources and meet agency and departmental goals.

#### 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 three years of progressive experience in archives and/or records management; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.