

### Class Concept

Positions in this class direct a branch or section in the Archives and Records Division. Positions direct staff in performing archival and records management duties including acquiring, appraising, accessing, analyzing, organizing, preserving, describing, and cataloging, and reformatting collections held in the State Archives. Positions assist in policy development and implement policy changes; modify operations to meet goals, mission and priorities; assist in developing and implementing program initiatives; develop and fund new initiatives that promote and raise visibility of the agency; ensure high quality customer service to state and local government agencies, universities, and the general public; provide information to public officials and agencies regarding laws pertaining to archival and records management; submit and monitor budgets; research funding opportunities and develop and write grants proposals for archival and records initiatives; ensure compliance with human resources policies and procedures; promote the agency to other state and local government agencies and the general public by giving lectures, conducting workshops and/or training, and directing staff in these activities; and collaborate with other agency staff to achieve goals.

### Recruitment Standards

#### Knowledge, Skills and Abilities

- Thorough knowledge of archives and records management and the ability to keep current with developments and trends in areas of expertise.
- Considerable knowledge of the Archives and Records Division's mission, how specific branches and sections function and relate to other branches and sections, and the resources available to provide archival and records management services to state and local government agencies, the citizens of North Carolina, and the public.
- Skill in designing, developing, and delivering training and workshops to Archives and Records staff, researchers, staff of local and state government agencies, and the public.
- Ability to build and use collaborative relationships to facilitate the accomplishment of program goals.
- Ability to seek and identify opportunities to build strategic relationships with local governments, the Legislature, state agencies, support groups, and other stakeholders, such as federal and state funding agencies
- Ability to promote the work of the agency to other agencies and organizational that share common goals.
- Ability to plan and implement change initiatives including support innovation and creativity by encouraging staff to accept and resolve challenges.
- Ability to remain flexible to meet constantly changing and sometimes opposing demands.
- Ability to interpret statutes and professional standards to develop division policies regarding the preservation of, access to, and management of public records and special collections.
- Ability to build long-range plans to fulfill legislative or mission driven organizational goals and to identify organizational structures and systems needed to support identified goals.
- Working knowledge of the laws and regulations pertaining to public and historical records in the state.

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