

Class Concept

Positions in this class supervise professional archivists and technical staff in administering archival and records management programs for county, municipal, regional, and state government, universities, and special collections. Positions direct unit staff in writing, revising, and amending records retention and disposition schedules; supervise staff in appraising, arranging, describing, and researching permanently valuable records of the State of North Carolina and its counties and municipalities, as well as private papers and other special collections materials; supervise staff in providing consultative services, including developing and presenting workshops, training and presentations to local, county, and state governments regarding best practices in archival and records management, electronic records management, e-mail management, research in original records; address issues regarding fair use, intellectual property rights, and state and federal public records law; direct allocation of resources for units; and make recommendations to branch managers regarding resource needs. Positions plan and implement the delivery and improvement of services staffing, and resources. Employees establish unit work expectations, unit goals, and procedures. Positions may manage unit budgets and oversee maintenance and contracting services; research funding opportunities; submit and implement grants; and help carry out the mission and work of agency boards, commissions, and support groups.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of archival and records management administration and the ability to keep current with developments and trends in areas of expertise.
- Thorough knowledge of the history, reference sources and historical materials in division collections.
- Working knowledge of the laws and regulations pertaining to public and historical records in the state.
- Working knowledge of the principles and practices of business and personnel management.
- Ability to plan and manage work assignments of staff to efficiently utilize resources and meet agency and departmental goals.
- Skill in conducting in-depth research using primary and secondary source materials.
- Skill in communicating effectively in oral and written form.
- Skill in organizing projects and determining timeframes for completion.
- Skill in developing long-range plans to fulfill legislative or mission driven organizational goals.
- Ability to apply fundamental knowledge of the organization and operation of state and local government as they relate to records management.
- Ability to build and use collaborative relationships with local governments, the Legislature, state agencies, support groups, donors, and other stakeholders to achieve departmental goals and initiatives.
- Skills to plan, assign, and supervise the work of lower level archivists.

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