

ARCHIVIST

DEFINITION

Under the general direction of the GSA Public Services Director, supervises the operation and maintenance of the County Archives; and does other work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisor classification responsible for the Amador County Archives documents and other related materials.

REPORTS TO

GSA Public Services Director and Director of General Services Administration.

CLASSIFICATIONS DIRECTLY SUPERVISED

Archives Assistant and volunteers.

EXAMPLES OF DUTIES

Plans and directs procedures for processing documents and related materials received into the County Archives; supervises staff; trains personnel; prepares a variety of standard and special reports; develops budget request and monitors expenditures and revenues; receives monies and records payments; analyses documents of historical significance to determine their organizational and functional relationships within creating entitles; categorizes and determines the arrangement of documents for filing and control purposes; develops and maintains indexing systems; formulates descriptions of document storage units; compiles finding-aids and guides to archival holdings and edits them for publications; plans and directs a program for microfilming documents; determines space and equipment requirements for the safe storage of archival materials; provides for and directs the security and physical maintenance of storage facilities; plans and directs a program of supervised access for outside researchers to study archival materials; and performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of photography equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Archival principles, organization and procedures.
- Methods of processing and filing archival materials.
- Care and preservation of archival materials.
- Methods and techniques of historical research and research in archival materials.
- Types of materials important to historical research.
- Amador County history.
- Organization and functions of Amador County government.

Ability to:

- Plan and conduct a program of archival development.
- Provide training and work coordination for other staff.
- Research, acquire, preserve and maintain historic documents and related materials.
- Plan and schedule appointments.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Make oral presentations to civic organizations and other public entities.
- Effectively represent the archives in contacts with the public, community organizations, and other public entities.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of professional experience in archival work or historical research or in the manuscript department of a research library.

Equivalent to graduation from college. (Professional experience may be substituted on a year-for-year basis).

Special Requirements: Possession of a valid and current California driver's license issued by the Department of Motor Vehicles.