



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE ARCHIVES MANAGER	37	A	4.220
ARCHIVIST II	33	B	4.225
ARCHIVIST I	31	B	4.230

SERIES CONCEPT

The State Archives Manager and Archivists perform a broad range of professional level duties in support of the State Archives or the special collections section of a university or community college library. Incumbents appraise, accession, describe or catalog, make available and perform research in special collections, published library materials and official records of continuing value.

Appraise archival materials in all formats in order to assess the evidential, informational and research value. Build collections by collaborating, developing relationships and/or communicating with potential sources of collections; actively generating and/or seeking out documentation of significant topics through activities like oral history programs or collaborative community-based documentation projects.

Acquire and accession archival materials; secure the transfer of legal title and associated intellectual and/or physical property rights and receive materials. Evaluate materials for potential restrictions and/or sensitivities due to laws, policies, agreements, or cultural protocols.

Support broad access to materials available in the archives by describing collections, providing effective reference service explaining and demonstrating the use of finding aids or other discovery tools; provide reproductions from holdings as appropriate; direct patrons to other repositories for additional information.

Prepare materials for use through accepted archival arrangement and description practices and standards.

Perform conservation processes such as cleaning, humidifying, repairing, flattening, and/or chemically treating; preserve and protect archival materials by storing in acid-free containers; maintain appropriate environmental and pest controls in storage, reading rooms, and work areas; implement policies and procedures to protect from damage or loss.

Seek funding for special projects by preparing grant applications for submission to federal and State granting agencies and private funding sources; justify the need for the project, summarize the objectives and project plan, estimate associated expenses, and develop timelines.

Conduct original research and report findings to fulfill the objectives established for research projects; establish the scope of the project, setting goals and timetables.

Promote public awareness of the archives' activities, services and collections by making presentations, composing articles for publication, participating in professional organizations, providing instructions, or performing other outreach activities.

Develop and maintain assessment programs that gather and analyze data concerning the number and type of patrons that use the archives, materials accessioned and deaccessioned, the type of materials used, and other descriptive statistics or measurements of success in order to identify trends properly allocate resources, and strategically manage the archives.

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SERIES CONCEPT (cont'd)

Supervise and evaluate the performance of professional, technical and clerical personnel as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

State Archives Manager: Under administrative direction of the Assistant Administrator, the incumbent manages the Archives Program of the Archives & Records section in the NSLAPR, oversees and/or performs the full range of duties described in the series concept.

Manage State Archives by developing policy and procedures related to the accessioning, arrangement and description of government records having archival value, preparation of finding aids, access to materials, and use of the research room.

Plan and coordinate archival programs and provide overall direction to the Archives Program by reviewing program needs, evaluating requests from other agencies, determining project priorities and methodologies, establishing time frames for completion, and assigning work to staff; draft and submit proposals for new or revised legislation pertaining to archives issues.

Monitor approved grant projects by reviewing work performed by staff and providing technical assistance and direction as required; review and authorize expenditures; prepare fiscal forms and summary reports required by the funding agency.

Develop the biennial budget recommendation for the Archives Program; determine budget priorities and finalize for submission to the Assistant Administrator for review and approval; monitor approved budgets.

Supervise subordinate staff to accomplish program goals; hire and train employees, assign and review work, provide counseling and guidance, evaluate performance and initiate disciplinary action.

Serve as a consultant to librarians, archivists, curators and the general public to provide assistance and expertise in various areas of archives management including the preservation materials in all formats, including books, documents and photographs, email and other digital files, disaster recovery, archival programs and archives facilities.

Assist the State Archivist in the management and coordination of the activities of the State Historical Records Advisory Board; produce meeting agendas; write and evaluate proposals and reports; manage projects that distribute funds to sub-grantees according to established criteria; manage project budgets and direct project work; summarize findings for board action.

Represent the archives programs at meetings by presenting papers and serving on committees; write articles for professional journals, newsletters and/or online publications.

Provide legislative testimony at the request of the Deputy Administrator.

Archivist II: Incumbents assigned to the Archives Program of the Archives & Records section at the NSLAPR work under general direction of the State Archives Manager, perform the full range of duties described in the series concept, and supervise other Archivists and support staff.

Incumbents assigned to the archives section of a large academic institution work under general direction of the head of a special collections section and may perform the full range of duties described in the series concept. Incumbents independently solicit acquisitions, determine project priorities and methodologies, and develop and

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CLASS CONCEPTS (cont'd)

Archivist II: (cont'd)

implement policies and procedures for their assigned areas of responsibility. This is the journey level class in the series.

Archivist I: Under close supervision, incumbents perform duties described in the series concept in a training capacity. This is the entry level class in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Certification as an Archivist by the Academy of Certified Archivists is qualifying for Archivist I and II levels.

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EDUCATION AND EXPERIENCE: Certification as an Archivist by the Academy of Certified Archivists and two years of professional archival experience which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of professional staff; **OR** Master's degree from an accredited university in archives management, library science, history, information management or closely related field and three years of professional experience as described above; **OR** Bachelor's degree from an accredited college or university in archives management, library science, history, information management or closely related field and four years of professional experience as described above; **OR** two years of experience as an Archivist II in Nevada State service; **OR** an equivalent combination of experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and practices of management and supervision; grant application, management and reporting procedures; State, federal, and contractual laws governing the acquisition, retention and use of archival materials; services, roles and responsibilities of archives and historical records repositories; tools, equipment and materials used in the conservation and preservation of archival materials in all formats; accessioning, arrangement, and description of government records having archival value. **Working knowledge of:** history and government; statutes, regulations, policies, and procedures regarding archives and records. **General knowledge of:** budget preparation and administration. **Ability to:** analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems; formulate and administer a project budget with multiple funding sources; establish work priorities, delegate assignments and train, motivate and supervise staff as assigned; plan and organize the activities, services and operation of the State Archives program and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff and to others engaged in archival activities; represent the agency and provide testimony before legislative and local government committees. **Skill in:** the use of preservation tools and materials; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State statutes and agency administrative regulations, policies and procedures regarding archives and records. **Working knowledge of:** State budgeting, accounting and purchasing procedures and regulations.

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MINIMUM QUALIFICATIONS (cont'd)

ARCHIVIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in archives management, library science, history, information management or closely related field and one year of professional archival experience which included one or more of the following: appraisal, disposition, rights management, accessioning, arrangement/processing, description, preservation, conservation of archival materials, outreach and/or reference services; **OR** Associate's degree from an accredited college or university in archives management, library science, history, information management or closely related field and two years of professional experience as described above; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as an Archivist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal, State, and contractual laws governing the acquisition, retention and use of archival materials; principles and practices used in archives management; recognized national and international standards for collection management systems and archival description and metadata; services, roles and responsibilities of archives and historical records repositories; tools, systems, equipment and materials used in preservation and conservation of archival materials in all formats. **General knowledge of:** grant application procedures; principles and practices of training and providing work direction to others. **Ability to:** determine the administrative, fiscal, legal, informational or historic value of archival materials; write guides to archival collections, analytical reports to provide results of research, and articles suitable for publication in professional journals; organize and coordinate archives management projects; train and supervise staff as assigned; establish work priorities and delegate assignments; prepare and deliver oral presentations suitable for the audience being addressed; develop and implement methods to compile statistics regarding the use of archives collections; enter and retrieve information from an automated database system; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Archives Manager.)

ARCHIVIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in archives management, library science, history, information management or closely related field and one year of paraprofessional archival experience; **OR** an Associate's degree from an accredited college or university in archives management, library science, history, information management or closely related field and two years of paraprofessional experience as described above; **OR** graduation from high school or equivalent education and three years of paraprofessional experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: federal, State, and contractual laws governing the acquisition, retention and use of archival materials; statutory requirements and privacy rights which govern access to archives and archival materials; professional archival principles, practices and concepts related to the operation of archival records programs; services, roles and responsibilities of archives and historical records repositories; archival conservation and preservation methods; ways archival materials may be used in research ; oral and written communication skills; United States history and literature. **Ability to:** assess the administrative, fiscal, legal, informational or historic value of archival materials; process materials according to accepted archival standards; use preservation tools, systems and materials; create collection or item descriptions and/or finding aids; actively maintain awareness of changes in technology, changes in standards, and emerging developments and issues in the archival field; actively develop and maintain cultural competency in order to support and collaborate with diverse populations and communities; work independently and follow through on

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MINIMUM QUALIFICATIONS (cont'd)

ARCHIVIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
assignments as directed; establish and maintain cooperative working relationships with co-workers, department staff and others; interview patrons to determine their needs and respond with the appropriate level and extent of information; communicate effectively both orally and in writing. **Skill in:** the operation and use of word processing, database management and other computer applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Archivist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/89R 3/13/90PC	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/91P 3/13/90PC		
REVISED:	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	6/27/16UC	6/27/16UC	6/27/16UC
REVISED:	6/26/20PC	6/26/20PC	6/26/20PC