



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>
ASSISTANT ADMINISTRATOR, ARCHIVES & RECORDS	41	A	4.201

Under administrative direction of the Administrator, serve as State Archivist and manage State Archives & Records programs; plan, organize, coordinate, direct and evaluate the section functions that include accessioning and preservation of governmental records and private manuscripts determined through appraisal to have permanent value; arrangement of documents according to accepted archival principles and preparation of retrieval aids to ensure maximum accessibility to users; make available and perform research in special collections, published library materials and official records of continuing value; establish efficient and cost-effective programs for the maintenance, use, retention and disposition of government records statewide; represent the agency and act on behalf of the Administrator as requested.

Supervise subordinate supervisors; assign and review work; evaluate employee performance; counsel and take disciplinary action as appropriate; and provide training opportunities to accomplish the Nevada State Library, Archives and Public Records (NSLAPR) objectives.

Direct the development of archives and records management programs and associated policies and procedures to ensure the implementation of services which fulfill the needs of State agencies, local government entities and the general public; monitor compliance with archives & records regulations and statutes; recommend capital improvement projects.

Develop policy and procedure for assigned NSLAPR programs within statutory authority; recommend legislation to the Administrator; oversee and participate in the development and presentation of grant applications and funding proposals to further enhance programs and services; oversee contract development, administration and hiring of contract staff for grant and other special projects; monitor progress of projects and submit interim and final project reports.

Develop the section budget in conjunction with subordinate managers; determine budget priorities and finalize the budget for submission to the Administrator for review and approval; attend administrative budget hearings and legislative committee hearings to present the section budget and special appropriation requests, justify proposed agency expenditures and answer questions.

Respond to inquiries from government or private researchers which are complex or atypical in nature using published sources and finding aids; retrieve all available information from the State Archives on a given subject; refer researchers to other agencies, institutions, organizations, or individuals who may be of assistance if further research is warranted.

Promote section programs and educate the public regarding the value of government records and archives by serving on government and private committees, boards and commissions; speak to interested groups and write articles for professional journals, magazines and newspapers.

Represent the State Library to the media; coordinate public relations activities to ensure that consistent and accurate information is disseminated; participate in professional organizations, meetings, seminars, and conferences and contribute to professional literature; oversee and participate in the development of training, promotional materials, exhibits and presentations to citizen, business, and professional groups.

Serve as coordinator of the State Historical Records Advisory Board (SHRAB); schedule meetings, solicit agenda items, provide for distribution and posting of the agenda and consult with staff and members of the National Historical Publications and Records Commission (NHPRC); recommend candidates to the Governor for

appointment to the SHRAB; make funding recommendations on records grant applications to the NHPRC; sponsor regrant projects and records surveys; study conditions and needs within the State; solicit or develop proposals for NHPRC sponsored projects; review the progress of records projects funded by the NHPRC.

Monitor safety compliance with OSHA standards and oversee training and safety procedures dealing with all program functions including, but not limited to, hazardous chemicals and supplies.

Oversee training programs for State and local government employees in the areas of archives and records management, disaster preparedness and recovery, preservation and conservation, and micrographics and imaging.

Serve as staff to the State Records Committee that reviews and approves records retention schedules; propose records legislation and regulations; approve records retention schedules for local governments in accordance with statutory authority.

Prepare reports as required by statute, State officials and the Administrator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree in information studies, history, public administration or closely related field with course work in archives, records management or closely related information management field and five years of increasingly responsible professional archives and/or records management experience which included developing records or archives program policies; developing and implementing work plans; developing and monitoring a budget, and managing, evaluating and revising programs. At least two years of experience must have included managerial and administrative responsibility for program and policy development, supervising professional staff and overseeing a comprehensive archives and/or records management program; **OR** certification as an Archivist by the Academy of Certified Archivists and five years of experience as described above; **OR** certification as a Records Manager from the Institute of Certified Records Managers and five years of experience as described above.

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

Detailed knowledge of: federal, State and contractual laws governing the acquisition, retention and use of records; professional archival principles, practices, methods, materials and equipment; grant application and management practices; principles and practices of management and supervision. **Working knowledge of:** governmental budgeting, accounting, and purchasing principles and practices; preservation and conservation techniques; U.S. history and the history of the American West. **Ability to:** establish objectives and goals for a section and plan, organize and manage programs to accomplish those objectives; develop, analyze, justify and administer section budgets; evaluate and adjust priorities in response to changing directives and organizational and client needs; supervise and coordinate the work of professional, technical and support staff performing multiple functions; draft legislative proposals, write technical reports and articles for professional journals, newspapers and magazines; communicate effectively on a one-to-one basis or to a group in order to provide information, impart training, explain policies and procedures, promote the value of archives and records management programs to government and society, and enlist individual and group support for the section; establish and maintain cooperative working relationships with others; respond to reference requests in an appropriate manner by evaluating the nature of the inquiry in relationship to statutory requirements and privacy rights which govern access to the records.

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

Working knowledge of: federal and State laws, codes and regulations dealing with archival and records management and administration; history of Nevada, the American West and Nevada government. **General knowledge of:** administrative policies and procedures dealing with the creation, function and operation of State constitutional offices, agencies, boards and commissions. **Ability to:** represent the section and its programs at hearings and public meetings; accomplish long and short term goals and objectives of the agency.

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.

4.201

- ESTABLISHED: 4/30/65
- REVISED: 7/1/67
- REVISED: 11/3/70
- REVISED: 8/19/76
- REVISED: 10/22/80-3
- REVISED: 6/10/81R
- 5/7/82PC
- REVISED: 9/10/82-3
- REVISED: 3/12/84R
- 7/27/84PC
- REVISED: 7/1/89P
- 9/27/88PC
- REVISED: 7/1/89R
- 3/13/90PC
- REVISED: 7/1/91P
- 3/13/90PC
- REVISED: 7/14/97R
- 12/24/97UC
- REVISED: 7/1/03P
- 3/22/02PC
- REVISED: 4/29/16UC