

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

COUNTY ARCHIVIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/administrative work associated with overseeing operations of the County Archive Department. Duties and responsibilities include supervising the work of graduate assistants, overseeing the operations of the Archives, and providing assistance to all agencies of County government in evaluating their records according to the state records schedule, preparing departmental budget and monitoring expenditures, preparing reports and maintaining records, and providing information and assistance. Reports to County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, graduate assistants, interns, and volunteers; processes employee concerns and problems, directs work, counsels, and disciplines.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Plans, organizes, and directs operations and activities of the Archives Department.

Prepares departmental budget; monitors expenditures to ensure compliance with approved budget.

Supports the county government by assuring the continuous custody, security and evidential integrity of records in the archives.

Periodically prepares and presents reports to the County Mayor and Public Records Commission.

Provides outreach and consultation for county offices on records management matters.

Upon receipt of permanent county government records, identifies records that require permanent retention because of their legal, evidentiary, and historical value and in accordance with state and local law; oversees transfer of such to the Archives.

Rutherford County, Tennessee • County Archivist

Preserves, arranges, and describes permanently valuable records in the Archives and makes them available for public inspection in accordance with National archival principles and standards, State and local laws, resolutions, rules, regulations, and policies pertaining to the management and disposition of permanent records and public inspection and confidentiality

Serves *ex officio* as a member of the county public records commission, participating in discussions and providing expert advice regarding retention, disposition, preservation, and use of county government records

Manages the county archives facility, monitors environmental conditions therein, and develops and maintains an appropriate disaster preparedness plan

Develops and implements appropriate policies and procedures for day-to-day operations of the Archives

Maintains a strong working relationship with Linebaugh Library, the Gore Center, the Rutherford County Historical Society, and other local repositories, museums, and citizen organizations

Prepares or completes various forms, reports, correspondence, logs, budget documents, performance evaluations, or other documents.

Receives various forms, reports, correspondence, budget reports, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Communicates with county officials, employees, other departments, the public, outside agencies, and other individuals as needed regarding archive activities or to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to archival activities; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in American history, public history, library sciences, or closely related field; a Master's Degree in history, library sciences, or certification from the Academy of Certified Archivists is preferred; supplemented by three (3) years experience and or training in the area of municipal, county, or state government archives and/or records management to include knowledge of archival principles and practices, including archival appraisal and selection of records for permanent retention; arrangement and description; reference services and access; preservation and protection of records; management of archival programs; and the professional, ethical, and legal responsibilities of archives management; legal, fiscal, and historical evidential value of records; Tennessee & Rutherford County statutes, regulations, and policies pertaining to public records; applications relevant to the management of an archive, including word processing, spreadsheets, database programs, presentation software, and website development software; historical and genealogical research methods; or any equivalent combination of

education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (15-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Working in lab on conservation of records, pulling records

Surface: Concrete

Estimated Total Hours: 4

2. SITTING

Tasks: Admin office work

Estimated Total Hours: 4

3. **LIFTING/CARRYING**

Objects: Boxes up to 50 lbs, but most weigh less than 10 lbs

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs					
76-100 lbs					
>100 lbs					

4. **BENDING/SQUATTING/KNEELING**

Tasks: Squatting to pick up heavy boxes, not often a large collection of records comes in.
Frequency: About once every two months on average.

5. **WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	98 % of time
Outside	2 % of time

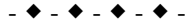
6. **OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	Rarely	
Handling Trash	Rarely	

7. **HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		All the time
Grasp	X		Boxes – all the time
Fine Motor i.e: writing,	X		Rarely – labels, filing

twisting hands or wrist, etc			
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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date