



POSITION DESCRIPTION

Title: Director of Archives/Special Historic Projects Coordinator

Department: Department of Archives and History

Job Analysis: 10/04, 02/11, 01/14, 05/14, 09/14, 01/15, 10/19, 09/22

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate staff: Archives Specialist(s), Part-Time Gate Attendant, Landscape Technician I, Landscape Technician II

Internal contacts: Employees, Elected Officials

Status: Classified/Exempt (~~S316~~ S317)

Job Summary

The responsibilities of this position include, but are not limited to, organizing, planning, and coordinating the creation, maintenance, storage, preservation, and disposition of activities of a wide variety of county records and materials which will ensure compliance with professional and legal standards. Work functions will include administrating the archival program and workspace, directing the county's archival program, and determining the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value. The responsibilities will also include serving as a liaison to the Baldwin County Historic Development Commission and accomplishing a myriad of historical and civic responsibilities as assigned. In addition, the responsibilities include the operation of the County's Bicentennial Park, its continued expansion and the creation and execution of programs that feature the Park in the display of Baldwin County's heritage.

Job Domains

A. Management

1. Develop the Archival program and workspace in order to create the archive program which will ensure compliance with professional and legal standards.
2. Conduct extensive research in order to identify needs for technology, staffing, storage area layout, equipment, etc.

3. Determine the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value.
4. Develop and maintain policies and procedures for retention to ensure that appropriate materials are stored at optimum cost effectiveness and security and to ensure the preservation of county archival materials.
5. Establish and maintain an inventory control/access and retrieval system for materials.
6. Compile and maintain archival management data and reports.
7. Plan and conduct training programs for staff on proper archival methods.
8. Ensure compliance with all state and federal guidelines relating to archiving.
9. Supervise and manage employees to include delegating work, evaluating performance, and resolving conflicts as needed to ensure the productivity of the program.

B. Records Management

1. Utilize imaging equipment and software to electronically store documents.
2. Sort, collate, index and shelf materials in the most advantageous manner.
3. Prepare shelf lists and cross index files in order to access materials.
4. Prepare and direct the preparation of document descriptions and reference aids such as accession lists, indexes, guides, abstracts, etc.
5. Destroy or arrange for destruction eligible materials according to records laws and regulations.
6. Maintain a computerized data base of information on materials retained and destroyed.
7. Provide technical expertise and coordination related to the development and implementation of a legally compliant record keeping system.
8. Advise elected and administrative officials regarding the laws, regulations, and benefits of records management practices.
9. Coordinate the transfer of records to the records center or archives.
10. Coordinate records management activities with office staff to ensure effective and efficient creation and maintenance of records.

C. Property Management/Historical and Cultural Consultation and Coordination

1. Maintain and manage the Bicentennial Park property with the goal of establishing and maintaining an historic park that demonstrates the significance of Baldwin County's heritage.
2. Expand Bicentennial Park as needed to fit the needs of the established goal and to adhere to the wishes and desires of the Baldwin County Commission.
3. Establish events at Bicentennial Park that emphasize the distinct culture of Baldwin County.

D. Reception and Referral

1. Verbal and writing skills to communicate effectively.
2. Provide information by telephone and personally to the general public.

3. Establish and maintain effective working relationships with employees, public officials, and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.

Knowledge, Skills, and Abilities

(any item with an asterisk will be taught on the job.)

1. Knowledge of the legal and administrative rules and regulations of records disposal and retention.
2. General knowledge of the functions, organizations, and history of the county.
3. Knowledge of the techniques of records preservation, duplication, and restoration.
4. Knowledge of the principles of records management and record retention schedules.
5. Knowledge of various types of office equipment used to index and store documents such as microfilm, microfiche, and computer databases.
6. Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals.
7. Ability to judge the adequacy of departmental record keeping and storage facilities and to make recommendations for revision when necessary.
8. Ability to communicate ideas in writing to include organizing thoughts in a logical manner with clarity and conciseness.
9. Ability to develop, implement and analyze complex filing and records management systems to include manual and automated systems as needed to collect, store, and retrieve historical documents and records.
10. Ability to read and understand complex written materials including state, federal and local laws, regulations, legal documents, professional publications, and finding aids.
11. Ability to use math skills to calculate fees, maintain accounts, and manage a budget.
12. Ability to write legibly to complete documents and forms.
13. Ability to operate standard business equipment.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel to attend meeting and workshops as required.

Minimum Requirements

1. Bachelor's degree from an accredited four (4) year college or university in history, political science, government, public administration, or closely related field and two (2) graduate courses in archival administration.
2. Master's degree from an accredited four (4) year college or university in one of the areas listed above or library science including two (2) graduate courses in archival administration is preferred.
3. Have a valid driver's license.

POSITION DESCRIPTION

Title: Administrative Support Specialist III (Office)

Department: Department of Archives and History

Job Analysis: July 2021, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Director of Archives /Special Historic Projects Coordinator

Subordinate Staff: ~~Archives Specialists~~ **None**

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (**309**)

Job Summary

The Administrative Support Specialist III - Office for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History.

Job Domains

A. Facility

1. Coordinates operations of the primary workplace facility as requested by the Director of Archives and History.
2. Oversees and coordinates general day-to-day facility operations with kindness, professionalism, tact, and an emphasis on responsiveness.
3. ~~Maintains~~ **Oversees and coordinates** office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Director of Archives and History and on file in the Budget/Purchasing office).
4. ~~Reviews~~ **Oversees** the primary county facility for maintenance and cleanliness ~~as directed.~~

B. Clerical

1. Processes archival materials as directed.
2. Assists other County departments with their records management programs as needed.

3. Assists with reference requests as needed
4. Supports director and department with special assignments as directed.
5. Takes notation and dictation as needed.
6. Types and/or prepares correspondence and various documents as requested.
7. Coordinates training course registrations and travel reservations as needed.
8. Takes minutes and proofreads minutes as requested.
9. Schedules meetings, coordinates newspaper advertisements as requested.
10. Accomplish research as directed.
11. Types and/or prepares correspondence and various documents as requested.
12. Coordinates training course registrations and travel reservations as needed.
13. Takes minutes and proofreads minutes as requested.
14. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position
15. Schedules meetings, coordinates newspaper advertisements as requested.
16. Supports Director with and Department with special assignments as needed.
17. Types reports, charts and correspondence.
18. Supervise and trains new hires, interns/volunteers that are assigned to county archival projects
19. Assists patrons in the use of finding aids and guides; responds to written inquiries and supplies suitable reference and/or service
20. Accomplish research as directed.
21. Perform other related work as required by the Director.

C. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office.
3. Provides whatever information is available to general inquiries.

D. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

E. Representative Duties

1. Identify problems associated with identification and proper handling of historical and literacy manuscripts and flags them for review by the Director.
2. Review and verify folder contents against container lists.
3. Creates and up-date records in in-house databases to support processing and conservation tracking.
4. Compile daily work statistics.
5. Perform clerical duties incidental to archival activities as assigned by the Director.

F. Supervisory Guidelines

1. Closely review daily work for adequacy and accuracy.
2. Plan, assign, schedule, and supervise work assignments.
3. Provide instruction in new situations, methods, and procedures that are not clearly related to existing tasks and duties.
4. Oversee work situations and solve problems with established procedures/policies.
5. Exercise of independent judgment or initiative, as needed.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught/provided on the job)

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Considerable knowledge of clerical and administrative practices required to coordinate a central records system.
3. Considerable knowledge of the regulations and procedure of the department to which assigned.
4. Ability to establish and maintain complex clerical records and prepare reports.
5. Ability to recognize and maintain the confidentiality of records concerning various budgetary and personnel related matters.
6. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
7. A good working knowledge of general office practices, procedures, equipment and software (Microsoft Office, Adobe).
8. Ability to take dictation and type a minimum of fifty (50) words per minute within an acceptable standard of quality and accuracy and take dictation. Ability to communicate effectively and handle multiple assignments.
9. Ability to maintain effective and positive working relationships with public officers, facility tenants, supervisors, co-workers and general public.
10. Skills to read, understand and compile printed reports and research assignments.
11. *Knowledge of County Commission activities.
12. *Notary Public in the State of Alabama (must be bondable)
13. Knowledge of filing procedures.
14. Knowledge and ability to operate office machinery, computers and general software.
15. Ability to work under stress of recurring deadlines.

Physical Requirements

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs., unassisted.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.

3. Ability to work under stress of recurring deadlines.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
5. Must be willing to work in an environment that contains dust and/or mold.
6. Ability to work under stress of recurring deadlines.

Minimum Qualifications

- ~~1. Minimum of five (5) years of experience in administrative/secretarial related work.~~ Training and/or experience in the operation of an archives or a library, preferably with a college degree in either or both areas.
2. Have a valid driver's license and be insurable by the County's insurance standards.
3. High school diploma or equivalent.

POSITION DESCRIPTION

Title: Archives Specialist
Department: Department of Archives and History
Job Analysis: 07/2005, 02/2011, 09/2014, 01/2015, 06/2019, 09/2020, 09/2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Archives/Special Historic Projects Coordinator
Subordinate Staff: None
Internal Contacts: County Personnel
Staff External Contacts: General Public, State government personnel
Status: Classified/Non-Exempt (~~306~~ 307)

Job Summary

The Archives Specialist (s) for the Baldwin County Department of Archives and History serves to accomplish a myriad of clerical administrative duties for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History. The Archives Specialist will, as a primary duty, perform the daily duties of records management including cataloging items, properly storing documents from various departments through county government and retrieving those same documents as needed by the Archives Department or any other department that maintains records within the Archives facility. In addition, the Archives Specialist must be able to retrieve shelved documents for patrons and ensure that they are re-shelved properly after use. The Archives Specialist must be able to assist patrons in their research of documents and artifacts maintained by the county archives. Furthermore, the Archives Specialist will assist in the training of temps/volunteers that are assigned county archival projects.

Job Domains

A. Facility

1. Conduct operations of the primary workplace facility as requested by the Director of Archives and History.
2. Conduct general day-to-day facility operations with kindness, professionalism tact and an emphasis on responsiveness.
3. Maintains office and cleaning supplies inventory and prepares requisitions for the same.

(Spending authorization will always be applicable as approved by Director of Archives and History and on file in the Budget/Purchasing office).

4. Reviews the primary facility for maintenance and cleanliness as directed.

B. Representative Duties

1. Organizes and arranges archival and manuscript material in alphabetical, chronological or other appropriate order, as directed, in accordance with local practice and documented procedures.
2. Performs routine procedures to arrange for preservation of the materials.
3. Compiles listings of materials in collections as appropriate.
4. Labels manuscripts folders and containers.
5. Compiles, inputs and formats data on collection material and collection activities in manual and automated files.
6. Prepare collections for preservation.
7. Input and format data for finding aids in machine-readable files, using a standard finding aid template.
8. Re-house material into archival containers and perform other routine procedures to arrange for the preservation of materials (e.g., preservation, photocopying of fragile materials).
9. Print box and folder labels from the electronic finding aid and labels boxes and folders.
10. Retrieve materials from the shelves and assists the Director for in-process and newly processed collections.
11. Perform clerical duties incidental to archival activities as assigned by the Director.

C. Clerical

1. Enters data from given sources on a computer.
2. Assists other county departments with their records management programs as needed.
3. Assists with research requests as needed
4. Supports director and department with special assignments as directed.
5. Takes notation and dictation as needed.
6. Types, writes, and/or prepares internal memoranda and various documents as requested.
7. Understands and conveys more complex messages and instructions and takes action accordingly.
8. Coordinates training course registrations and travel reservations as needed.
9. Takes minutes and proofreads minutes as requested.
10. Schedules meetings, coordinates newspaper advertisements as requested.
11. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position.
12. Utilizes a computer, printer, etc. to enter, store, and retrieve data as needed in a variety of electronic mediums including the Archives' electronic database.
13. Maintains a comprehensive, current knowledge and awareness of applicable manuals, policies, and procedures.
14. Ability to understand and implement archival principles including document filing and retrieval.
15. Assists patrons in the use of finding aids and guides; responds to written inquiries and

supplies suitable references and/or service.

16. Supervises and trains interns/volunteers that are assigned to county archival projects.
17. Processes and creates finding aides for archival collections which fall under the domain of the county archives.
18. Offers and obtains basic information or provides assistance on general matters.
19. Compile and maintain archival management data and reports.

D. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office. Advises, screens and refers callers and visitors.
3. Provides whatever information is available to general inquiries.

E. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling.
4. Ability to read and understand English-language primary source documents, including hand-written texts sufficiently to organize collections.
5. A good working knowledge of general office practices and procedures.
6. Skills to communicate effectively with Public Officers, supervisor, co-workers, and general public.
7. Skills to read and understand printed reports and requests.
8. Knowledge of filing procedures.
9. Knowledge of office machinery operations.
10. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
11. Ability to understand written instructions, and general policy statements.
12. Ability to organize and prioritize own work.
13. Ability to operate equipment associated with the scanning and preservation of artifacts in an electronic format.
14. Knowledge of archival processing.
15. Knowledge of Records Management theory and practice.
16. Knowledge of or ability to learn the proper processing of documents and/or artifacts to archival standards.
17. Skills including an understanding of finding aides, electronic catalogs and databases and

the ability to create and implement any of the above.

18. Knowledge of, or ability to, learn and put into practice archival principles that are necessary to properly serve researchers at the facility and through telephone/email communication.
19. Abilities associated with the training and supervision of interns with limited archival skills and volunteers with no archival skills.
20. Ability to assist patrons with research requests in a professional and friendly manner.

Physical Requirements

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs. unassisted.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Must be willing to work in an environment that contains dust and/or mold.
5. Ability to work under stress of recurring deadlines.

Minimum Requirements

1. Associate degree in Records Management with a minimum two (2) years' experience working in an archives or records management setting; or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Possess valid driver's license and be insurable by the County's standards.
3. Experience using computers, especially word processing, and other office equipment.
4. Minimal keyboarding skills (25-39 wpm).