

CLASS SPECIFICATION
Archivist and Records Center Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities of the Archives and Records division within the Office of the City Auditor; oversees the Stanley Parr Archives and Records Center (SPARC); contributes to the accurate documentation of City government activity through the management of public records and archives; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position supervisory class reports to the Chief Deputy City Auditor and is responsible for overseeing the Archives and Records Center, which involves managing and integrating multiple functions mandated by state law, City Charter and City Code. This position is distinguished from the Assistant Archivist by having supervisory responsibility for the entire Archives and Records Center program and facility operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and Auditor's mission, objectives and service expectations; provides leadership and participate in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Establishes policies and procedures regarding records management, including records retention, destruction, public access and electronic records.
5. Supervises the records destruction process; ensures compliance with the City's Records Retention Schedule; notifies bureau records retention coordinators of records due for destruction and reviews verification of records consigned for destruction.
6. Serves as expert resource for City government history and archived materials; conducts research for city employees and assists citizens with research; represents the bureau in meetings with outside agencies regarding related issues; coordinates Archives and Records Center services, activities and partnerships with other bureaus and organizations.
7. Responds to requests for information from bureaus and the public that may involve record searches, utilization of the Archives and Records database and other resources, and may be reliant upon broad knowledge of City offices and their records and collections of historical materials within the community; provides outreach and training to the community and bureaus, including planning and implementing exhibits of historical holdings and using City records for research.
8. Compiles narrative and statistical reports on Archives and Records Center activities.
9. Provides for the maintenance and security of the records facilities, evaluating the need for and recommending improvements, and ensuring physical records storage conditions meet accepted standards.
10. Prepares budget proposals to staff and equips the Archives and Records Center.
11. Plans and schedules work, estimates staffing needs and assigns projects; reviews project progress, and establishes priorities for completion, resolving priority conflicts and ensuring work is accomplished in a timely and fiscally responsible manner.
12. Develops policies and procedures for the capture, storage, retention, distribution and destruction of all electronic records; assists in the implementation of the City's electronic records management system; provides assistance and advice to Council offices and bureaus as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Records management practices and procedures, archival processes, maintenance of official records and original documents, and relevant laws and regulations, including public access.
2. Theories, principles, legal requirements and techniques of records management, including retention scheduling, archiving, storage, public access, electronic records and destruction.
3. Federal, state and local laws, regulations and court decisions regarding public records.

4. Organization, functions, legal requirements, operations, rules and policies of the City of Portland.
5. Administrative and financial management principles and methods including strategic planning, goal setting, program development and implementation, budgeting, financial planning, information technology and employee supervision.
6. Research techniques, methods and procedures.
7. Inventory and warehousing methods and techniques, including warehouse safety regulations and practices.
8. Budget, personnel, cost control, and administrative practices and policies.
9. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, direct, manage and integrate a group of functions and processes.
2. Define difficult management, administrative issues, perform detailed analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply city, state and federal policy, law, code, regulation and court decisions applicable to the City Auditor and records management.
4. Communicate effectively orally and in writing.
5. Interpret and explain records management, retention and access policies and requirements to officials, managers and the public.
6. Prepare clear, concise and comprehensive statements, correspondence, reports, studies, and other written materials appropriate to diverse technical and nontechnical audiences.
7. Exercise sound, expert independent judgment within policy guidelines.
8. Establish and maintain good working relationships with other employees, representatives of other agencies, public officials, and citizens.
9. Lift, pull, push and carry boxes that weigh up to 45 pounds.
10. Climb eight-foot ladders while carrying boxes that may weigh up to 45 pounds.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university and a masters degree in library and information sciences, archival management, or in history with a concentration in archival studies, or a closely related field; and four years of archives and records management experience, including at least two years at a supervisory level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Certification by the Academy of Certified Archivists.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 10-01-07

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed from position(s) within the following class(es):

0966 PROGRAM COORDINATOR Adopted: 07-01-92

June 2009 - Change Job Class number from 7308 to 30000545, due to system change.