

CLASS SPECIFICATION
Senior Archives & Records Management Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of archives management and records management activities; provides research and reference functions; performs social media and outreach activities; provides training and customer support; works with historical and active records; researches and develops file plans and retention schedules; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Archives and Records Management Specialists oversee and are responsible for the work performed within discrete functions, such as the Research Room or serving as lead on electronic records initiatives. The Senior ARM Specialist is distinguished from the ARM Specialist by the former's greater independence for assigned functions, which are typically higher level and more complex, by providing lead direction to seasonal and volunteer staff and to other PARC staff as needed for special projects or particular research requests.

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. Oversees and performs ARM reference services according to accepted professional archives and library standards, including running the Research Room at the Portland Archives and Records Center (PARC); serves as the primary contact for the public and city employees seeking to conduct research using the PARC archival collections; performs reference services for bureaus and the public that involve reference interviews, records searches, utilization of a variety of finding aides, indexes, the ARM electronic records management system (TRIM) and a broad understanding of City functions and records; advises researchers on reference material that may be helpful.
2. Implements the electronic records preservation and access plan; works with electronic records to ensure their long term preservation and continued access; assists with non-technical aspects of the archives and records management system (TRIM); monitors storage use and updates system user information.
3. Leads ARM and seasonal staff on projects requiring staff assistance, including supporting Research Room functions; trains seasonal staff in the policies and procedures of the Research Room; assigns appropriate tasks pertinent to the project; provides guidance and feedback

throughout the project; provides performance feedback to their supervisor. ;

4. Creates bureau file plans; interviews bureau staff; surveys bureau records; researches retention requirements; determines public records laws that apply to the retention of records; creates retention language.
5. Develops and implements social media outreach within division policies and strategic plan; updates web sites; develops and transmits various outreach messages via numerous social media outlets; contributes to development and planning of special events and services, including marketing and outreach plans; drafts press releases and outreach materials.
6. Assists with the archives collection development functions; evaluates donations for inclusion using established collection development processes and guidelines; consults with ARM Coordinator and City Archivist; recommends accessions; recommends processing and preservation plans; appraises, arranges, catalogs and indexes approved accessions.
7. Performs and leads special projects focused on PARC operations; looks for and recommends operational improvements; conducts research; develops project plan for approved changes; implements changes and reports on project progress to management.
8. Participates in all ARM activities, as needed; receives and classifies records; retrieves records; assists with records destruction process; provides general customer service; creates and compiles reports regarding archives and records center activities.
9. Provides individual and group training on a variety of archives and records management topics; develops training; prepares supplements and handouts; may administer on-going user group forums; trains the public and city employees on how to perform research and how to work with the PARC materials.
10. Performs customer support in all areas of ARM, including assistance with issues pertaining to the electronic records management system, the Records Center, archives, and records management.
11. Represents Archives and Records Management on City, professional or community committees or events.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Thorough knowledge of records management practices and procedures, including maintenance of official records and original documents, and relevant laws and regulations, including public access.
2. Reference interview techniques.
3. Research techniques, methods, and procedures.
4. Advanced search strategies within electronic databases and paper filing systems.

5. Thorough knowledge of archival processes and appraisal and preservation techniques according to archival standards.
6. Thorough knowledge of records management practices and theories.
7. Current and emerging social media trends and practices.
8. Outreach methodologies.
9. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Communicate effectively orally and in writing.
2. Process historical records.
3. Learn and apply a variety of computer software programs and social networking applications.
4. Establish and maintain good working relationships with other employees, representatives of other agencies, public officials, and the public.
5. Understand, interpret and explain archives and records management principles and practices to a variety of audiences.
6. Manage multiple projects.
7. Exercise independent judgment.
8. Perform mathematical and statistical calculations and analyses sufficient to track and report activities.
9. Pass all phases of the physical capacities test.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized college or university with a master's degree in library and information science, archives management or history with an archives certification, or a closely related field; and three years of experience within the field or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Certification by the Academy of Certified Archivists is desired but not required.

PHYSICAL AND MENTAL DEMANDS

Lift, pull, push and carry boxes that weigh up to 40 pounds. Climb eight-foot ladders while carrying boxes that may weigh up to 40 pounds.

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

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of the following classes:

0964 PROGRAM SPECIALIST Adopted: 07-01-92

Revised:

June 2009 - Change Job Class number from 7306 to 30000544, due to system change.

12-3-14 - Updated duties. Changed title from Assistant Archivist