

**CLASS SPECIFICATION**  
**City Archivist**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under broad direction, provides citywide leadership on archives and record management issues; plans and manages the activities of the Archives and Records Management (ARM) division within the Office of the City Auditor; oversees the Portland Archives and Records Center (PARC); contributes to the accurate documentation of City government activity; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The City Archivist serves as the city's expert on archives and records management in all formats, including electronic records. The work of this class involves managing and integrating multiple functions mandated by state law, City Charter, and City Code. Major areas of expertise include records retention, effective management of records from creation to disposition, managing historical records collections, and providing access to information. The incumbent receives broad direction from the Chief Deputy City Auditor and is responsible for the overall management of the Archives and Records Management division, including the PARC facility. The City Archivist and ARM division help City bureaus understand their public records responsibilities, and assist them as they plan to comply with public records laws by providing expertise, advice, training and a professional records storage facility. ARM also manages the City's archival records collections by collecting, preserving, describing, and making accessible historical records.

**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; develops, implements and monitors work plans to achieve division mission, goals and performance measures; develops and monitors performance against the division budget; supervises, develops, recommends, and implements plans, policies, systems and procedures applicable to division responsibilities.

2. Plans, organizes, directs, 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 participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Counsels and advises City bureaus and elected officials on public records and records retention matters; establishes policies and procedures regarding archives and records management, including records retention, destruction, preservation of historical records, public access, and electronic records; collaborates with City Attorney's Office, the Bureau of Technology Services, and City bureaus to provide policy direction on effective and appropriate records retention.
5. Serves as expert resource for City government history and archival materials; represents the bureau in meetings with outside agencies regarding related issues; plans and directs division services, activities and partnerships with other bureaus and organizations.
6. Supervises the records destruction process; ensures compliance with the City's Records Retention Schedules; ensures bureau records coordinators are properly notified of records due for destruction, and reviews and approves verified list of records consigned for destruction; addresses question/issues as needed.
7. Contributes to strategic city-wide approach to management of electronic records; administers the city's electronic records management system (TRIM); develops policies and procedures for the capture, storage, retention, preservation, distribution, and destruction of all electronic records; works with bureaus to promote proper electronic record management and protection; oversees the implementation of the City's electronic records management system and its ongoing adaptation to evolving formats; promotes and encourages bureaus' use of TRIM.
8. Develops and directs the division's response to requests for information from bureaus and the public for public records within the division's sphere of control, which includes city-wide records stored at PARC, archival records, and electronic records managed in the City's electronic records management system that are a part of the official historical records repository.
9. Provides for the maintenance and security of the PARC facility, directs and manages major facility projects, repairs, and improvements; ensures physical records storage conditions meet accepted professional standards; ensures that security protocols and systems are functional

and adhered to; plans for future capacity and type of storage and operational needs for PARC; directs the division's emergency response plan represents the Auditor's Office in Portland State University and City of Portland condominium business; attends condo meetings; utilizes property management company to address specific unique building needs of the facility.

10. Directs and monitors the division's training program for elected officials, City staff, and the public on issues pertaining to public records; plans and directs division outreach program to City employees, the public, and outside agencies; directs events, exhibits, outreach tools, and education activities.
11. Reviews proposed legislation for impact on the City's responsibilities for public records keeping and recommends changes to either the legislation, or to City practices.
12. Performs work of subordinate PARC staff as needed; accepts and retrieves records; provides research assistance; provides training.

## **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, archives management, 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. Facilities management practices, including inventory and warehousing methods and techniques, and 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 or 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, archives, 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. Pass all phases of a physical capacities test.

**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 master's 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 progressively responsible 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 is preferred.

Ability to lift, pull, push and carry boxes that may weigh up to 40 pounds; move oversized and bulky materials including maps, rolled plans, archived displays and boxed archival supplies; 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 from position(s) within the following class(es):

0966 PROGRAM COORDINATOR Adopted: 07-01-92

Revised:

10-01-07

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

12-3-14 - updated duties to include electronic records management and emphasis on citywide leadership for records and archives. Expanded on physical capacity requirements. Change in compensation level.