

**City of Portland**

**CLASS SPECIFICATION**

**CITY ARCHIVIST**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to the Chief Deputy City Auditor. Under minimal direction, provides Citywide leadership on archives and records management; serves as the expert on archives and records management; plans and manages the activities of the Archives and Records Management (ARM) Division within the City Auditor's Office; oversees the Portland Archives and Records Center (PARC); contributes to the accurate documentation of City government activities.

Responsibilities include: managing, developing, and overseeing multiple archives and records functions mandated by state law, City Charter, City Code, and relevant professional standards; directing, planning, and administering facilities management practices, including standardized warehousing and inventory procedures; planning, supervising, and evaluating the work of staff. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

City Archivist is a single-incumbent classification and the highest management-level classification within the ARM Division.

City Archivist is distinguished from Archives & Records Management Coordinator III in that the latter is responsible for a program within the Division with a specific focus related to collecting, preserving, and facilitating access to the City's records, and the former is responsible for the overall management of the Division and facility and Citywide leadership on archives and records management matters.

City Archivist is distinguished from Chief Deputy City Auditor in that the former oversees the budget and staff of the ARM Division, and the latter has a broader strategic and operational role within the City Auditor's Office.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

**General Duties:**

1. Plan, organize, direct, and evaluate the performance of staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; recommend discipline as necessary.
2. Counsel and advise Bureaus/Offices and elected officials on public records and records management matters; direct and monitor training programs; establish policies and procedures regarding archives and records management, including records retention, destruction, preservation of historical records, public access, and electronic records; collaborate with Bureaus/Offices to provide policy direction on records retention.
3. Provide for the maintenance and security of the PARC facility; direct and manage major facility projects, repairs, and improvements; ensure physical records storage conditions meet

professional standards; ensure that security protocols and systems are functional and adhered to; plan for future capacity and type of storage and operational needs; direct the ARM division's emergency response plan.

4. Manage the overall direction and performance of the Division; develop, implement, and monitor work plans to achieve mission, goals, and performance measures; supervise, develop, recommend, and implement plans, policies, systems and procedures; review proposed legislation for impact on the City's responsibilities for maintaining public records and recommend changes to the legislation or practices.
5. Participate in the development and administration of the Division's budget, including cost analysis of programs, projects, and staff; ensure tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
6. Serve as expert resource for City government history and archival materials; represent the Office in meetings with outside agencies regarding related issues; plan and direct Division services, activities, and partnerships with Bureaus/Offices and other organizations; develop and direct the Division's response to requests for information from Bureaus/Offices and the public, involving public records that are the responsibility of the Auditor's Office and with records that are managed but not owned by the Auditor's Office.
7. Contribute to strategic Citywide approach to management of electronic records; administer the City's electronic records management system (TRIM); develop policies and procedures for the capture, storage, retention, preservation, distribution, and destruction of electronic records; work with Bureaus/Offices to promote proper electronic records management and protection; oversee the implementation of the City's electronic records management system and its ongoing adaptation to evolving formats; promote and encourage use of the City's electronic records management system.
8. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff through selection, training, motivation, evaluation, and day-to-day management practices that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
9. Supervise the records destruction process; ensure compliance with the City's Records Retention Schedules; ensure Bureau/Office records coordinators are properly notified of records due for destruction; review and approve verified list of records consigned for destruction; address question and issues.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction by the Chief Deputy City Auditor.

Directly supervises subordinate employees, including Archives & Records Coordinator positions and other staff.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Comprehensive knowledge of records management practices and procedures, archival processes, maintenance of official records and original documents, and relevant laws and regulations.
2. Comprehensive knowledge of the theories, principles, legal requirements, and techniques of records management, including retention scheduling, archives management, storage, public access, electronic records, and destruction; research techniques, methods, and procedures.
3. Thorough knowledge of principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation

and administration, and fields related to the mission and purpose of the ARM Division and City Auditor's Office.

4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of facilities management practices, including inventory and warehousing methods and techniques, and warehouse safety regulations and practices.
6. Ability to resolve difficult management or administrative issues, perform detailed analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
7. Ability to understand, interpret, explain, and apply City, state and federal policy, law, code, regulations, and court decisions applicable to the City Auditor's Office and ARM Division.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to interpret and explain records management, retention, archives, and access policies and requirements to City staff, elected officials, and the public.
10. Ability to prepare clear and concise correspondence, reports, studies, and other written materials for diverse technical and non-technical audiences.
11. Ability to exercise sound, expert, and independent judgment within policy guidelines.
12. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
13. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to utilize City-specific technology and general office software, and other related archival software.
15. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Master's degree from an accredited college or university with major course work in library and information sciences, archival management, history with a concentration in archival studies, or related field;

AND

**Experience:** Five (5) years of increasingly responsible archives and records management experience, including two (2) years of experience in a supervisory role.

### **Special Requirements and/or Qualifications:**

Experience working for a public agency and/or working with public records.

Ability to pass a physical capacities test requiring the lifting and carrying of boxes up to 40 pounds.

### **Preferred Qualifications:**

Certification by the Academy of Certified Archivists.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY  
Revision Dates: