New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3853200

Archives & Records Management Specialist 2, Grade 18 3853200
Archives & Records Management Specialist 3, Grade 23 3853300
Archives & Records Management Specialist 4, Grade 26 3853400
Archives & Records Management Specialist 5, M-2 3853500
Assistant Director Archival Services & Records Management, M-3 3852500

Brief Description of Class Series

Archives & Records Management Specialists are responsible for overseeing the administration of archival and inactive records. They provide technical assistance and leadership to State and local government entities regarding management, legal disposition and storage of government records; maintain and enhance the State Archives, including appraising State government records and accessioning archival material into the collection; preserving archival records; providing online and controlled onsite access to archival records; and managing records in all formats including electronic media.

These positions exist only in the State Education Department, Office of the State Archives.

Distinguishing Characteristics

Archives & Records Management Specialist 2: full performance level; may supervise lower-level clerical or technical staff.

Archives & Records Management Specialist 3: first supervisory level; supervises two or more Archives & Records Management Specialists 2; oversees a program unit, field office or project team, such as Accessioning and Collections Management or Digital Collections.

Archives & Records Management Specialist 4: second supervisory level; manages a specific functional area, such as Digital Records Services or Researcher Services; supervises two or more Archives & Records Management Specialists 3.

Archives & Records Management Specialist 5: managerial level; under the direction of the Assistant Director Archival Services & Records Management or higher-

level staff acting as State Archivist, manages one of two major program areas: Archival Services or Government Records Services; and directly supervises two or more Archives & Records Management Specialists 4.

Assistant Director Archival Services & Records Management: managerial level; under direction of executive staff acting as State Archivist or the Assistant Commissioner, serves as overall Assistant Director of State Archives and Records Administration; and directly supervises two or more Archives & Records Management Specialists 5.

Related Classes

Historians are responsible for professional historical research, publications work and curatorial duties related to New York State history. The advanced performance level, Senior Historian, is responsible for either a component of major research projects or a small-scale independent research or collections program and may supervise staff. These positions are classified only in the New York State Education Department.

Senior Librarians plan, develop, implement, and manage library services in either a general library servicing an institution's clients or residents or a reference library supporting technical and professional agency programs. The class is characterized by overall responsibility for a moderate sized reference or general library consisting of more than 15,000 volumes, periodicals, tapes, etc. or a library with 10,000 volumes, periodicals, tapes, etc. with an annual circulation of more than 10,000.

Associate Librarians plan, develop, and manage statewide or regional library services, and supervise a staff of professional librarians and support staff. The positions are responsible for the largest libraries, library systems or large branch or service of the State Library. Under the general direction of a Principal Librarian or higher-level staff, the positions supervise Senior Librarians and provide direction, consultation, and support to lower-level librarians and staff at the facility level.

Historic Conservation Technicians 2 perform technical activities to assist professional staff in evaluating the condition of and preserving, repairing, reformatting and maintaining historic artifacts and documents. They work within Researcher Services in the State Archives, as well as within the Office of Parks, Recreation and Historic Preservation.

Illustrative Duties

Archives & Records Management Specialist 2

Analyzes records and information systems to provide technical assistance on recordkeeping methods and tools that meet professional standards.

- Develops or reviews proposals for official state and local government records retention and disposal schedules.
- Researches technical literature and evaluates new information technologies to report on the impact on recordkeeping.
- Coordinates the receipt, review and evaluation of local assistance grant applications for archives and records management projects and monitors progress of successful projects.

Reviews archival records and appraisal reports to catalog, describe, interpret, and preserve records for permanent retention and use.

- Appraises agency records to apply selection criteria and ensure archival records are accessed according to professional standards.

Collaborates in the development of tools and systems including guides, descriptions, publications, web content and social media content to facilitate knowledge of, access to and use of the holdings of the state archives.

- Delivers reference services to users and supervise retrieval services for archival and inactive records.
- Provides guidance and assistance to state agency staff and to not-for-profits with responsibility for historical records.
- Implements policies and procedures to support delivery of products and services.
- Presents information about archives and records management programs to community and professional groups.

Determines the physical layout of storage spaces and monitor and report on space usage.

May supervise and train clerical and/or paraprofessional staff.

Archives & Records Management Specialist 3

Performs all duties of Archives & Records Management Specialist 2.

Supervises Archives & Records Management Specialists 2 and may supervise other professional staff while overseeing a program function or service or leading a project team that is responsible for delivering archives and records management products and services.

- Responds to difficult and complex internal or external customer requests for products and services and assess and recommend changes to systemic service delivery problems.
- Assists in the development of program policies, standards, and procedures; and interprets and explain these to customers.

- Supervises the appraisal, accessioning, control, cataloging, description, interpretation, preservation and reference and retrieval services for archival and inactive records.
- Prepares budget and grant proposals seeking resources to support archives and records management programs.
- Prepares written reports and gathers statistics on services to contribute to policy planning and operational efficiency.
- Performs the full range of supervisory responsibilities.

Provides in-person and remote guidance and assistance to local governments including counties, cities, towns, villages, school districts, BOCES, community colleges, teacher centers, libraries, and Cornell Cooperative Extensions, fire districts, New York City Municipal Agencies, and Miscellaneous Governments.

- Develops and disseminates publications, training courses and other materials containing guidelines and describing tools and techniques for the effective operation of archives and records management programs and for the uses of historical records.

Carries out analysis of complex records and information systems to provide technical assistance on recordkeeping methods and tools, and to identify records of enduring research value.

Archives & Records Management Specialist 4

Performs all duties of Archives & Records Management Specialist 3.

Manages a specific functional area, such as Digital Records Services or Researcher Services. Develops work plans, monitors resource use, and evaluates and reports on performance.

Assists in the development and implementation of program policies, standards, and procedures, and interprets and explains these to internal and external stakeholders.

Represents the entire functional area at meetings, and provides in-person and remote guidance and assistance to local governments including counties, cities, towns, villages, school districts, BOCES, community colleges, teacher centers, libraries, and Cornell Cooperative Extensions, fire districts, New York City municipal agencies and miscellaneous governments.

Recommends strategies, systems, business process improvements, and performance measures for the long-term development of archived and records management planning.

Develops and disseminates publications, training courses and other materials containing guidelines and describing tools and techniques for the effective operation of archives and records management programs and for the uses of historical records.

Performs the full range of supervision over Archives & Records Management Specialists 3 and provides administrative supervision over Archives & Records Management Specialist 2 and lower-level staff.

Archives & Records Management Specialist 5

Performs all duties of Archives & Records Management Specialist 4.

Under general direction of the Assistant Director or higher-level staff serving as the State Archivist, oversees day-to-day operations in the State Archives including coordination of activities of the two major program areas of Archival Services and Government Records Services.

Establishes program direction and develops and implements strategies, systems, business process improvements, and performance measures for the long-term development of archives and records management programming.

Prepares budget and grant proposals seeking resources to support archives and records management programs.

Manages the State Archives fiscal and staff resources; identifies opportunities for change, growth, and development; and coordinates strategic planning for the State Archives including implementation, monitoring and evaluation of progress.

Assistant Director Archival Services & Records Management

Performs all duties of Archives & Records Management Specialist 5.

Directs New York's state and local government records management programs including the State Records Center and the New York State Archives. Directs organizational development to reflect established and newly evolving technologies, programs, and procedures. Performs all duties of lower-level titles.

- Coordinates the State Historical Records Advisory Board.
- Serves as Executive Officer of the New York State Archives Partnership Trust, a 501 (c)(3) not-for-profit established in support of the programs and projects of the State Archives.
- Operates as a strategic partner within the Office of Cultural Education's senior management and works in collaborative manner to advance the mission and goals of the Education Department.
- Contribute to the State Education Department's strategic plan to ensure that the role of the State Archives is integrated into the overall mission of the Department.

- Manages operations budget for State Archives and grant programs for local governments.
- Ensures that the Archives' programs and staffing reflect established and newly evolving technologies, programs and procedures, and leads the change to ensure that the State Archives continues to provide innovative resources and services over time.

Manages the custody of and access to non-active and archival records of New York State.

Builds and maintains relationships internally, across State government and with external stakeholders.

- Collaborates with internal and external stakeholders across the State to lead a policy and regulatory environment that supports records management services.
- Establishes and implements statewide public-facing communication programs to promote State Archives programs, resources and services through appearances, written reports, webinars and use of social media.

Minimum Qualifications

Archives & Records Management Specialist 2

Open Competitive: bachelor's degree and two years of professional experience* in which the majority of duties involved one or more of the following:

1. Analyzing or appraising records and information systems to develop recordkeeping and/or records retention plans for an institution, governmental body, or corporation;

2. Providing education, training, grant-in-aid, or direct technical assistance services in records management and/or archives administration for an institution, governmental body, or corporation;

3. Developing or implementing guidelines, standards, policies and procedures concerning records management and/or archives administration for an institution, governmental body, or corporation;

4. Evaluating available information technology to support recordkeeping needs and requirements of an institution, governmental body, or corporation;

5. Acquiring, controlling, preserving, making available, or promoting use of archival records, whether in electronic, paper, or other form for an institution, governmental body, or corporation.

Archives & Records Management Specialist 3

Promotion: one year of permanent service as an Archives & Records Management Specialist 2.

Open Competitive: bachelor's degree and three years of experience* as described above, including at least two years of direct supervision of professional staff or responsibility for administration of an archives and records program.

*A master's degree in history, government, business or public administration, political science, American studies, library/information science, or archival administration may substitute for one year of professional experience.

Archives & Records Management Specialist 4

Promotion: one year of permanent service as an Archives & Records Management Specialist 3.

Archives & Records Management Specialist 5

Promotion: one year of permanent service as an Archives & Records Management Specialist 4 or two years of permanent service as an Archives & Records Management Specialist 3.

Assistant Director Archival Services & Records Management

Promotion: one year of permanent service as an Archives & Records Management Specialist 5.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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