

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Historical Society	9. Position No. K0103518	10. Budget Program Number 49601	Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Librarian I (Collections Archivist)		
3. Division State Archives Division		12. Proposed Class Title		
4. Section Collections	For Use By Personnel Office	13. Allocation		Position Number
5. Unit		14. Effective Date		
6. Location City Topeka County Shawnee		15. By _____ Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %100		16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular hours of work: (circle appropriate time) 8:00 – 5:00 Monday thru Friday, occasional Saturday		17. Audit Date: _____ By: _____ Date: _____ By: _____		

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
	Public Service Executive I	K0042314
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
	Public Service Executive I	K0042314

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee has a great deal of latitude in completing assigned tasks. Oral or written instruction in the use of software and equipment, and workflow policies and procedures will be provided to assist the employee in the completion of the work. The supervisor makes general assignments both orally and in writing. In most cases the employee will be provided with expected outcomes for an assignment and will be given significant autonomy to determine and implement appropriate methods for completing it.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be This is specialized, professional and administrative library and/or archival work.

	<p>The Collections Archivist will help plan and implement collections development policies and procedures for non-government records of all formats in the State Archives Division, including the acquisition, management, description and access for analog, born-digital and web-only newspapers and other publications, manuscripts, photographs, maps and plans, and audio and video -and related formats as needed. The Collections Archivist will play a leading role in maintaining standards and procedures for the processing and description of analog and digital collections in all formats, including audio/visual materials, and the standards-based procedures for acquiring and managing born digital materials. The Collections Archivist will also contribute knowledge to the planning and implementation of a Trusted Digital Repository for born-digital collections.</p>
<p>45% E</p>	<p>Digital and Analog Collections Management -and Processing</p> <ul style="list-style-type: none">• Assists in planning and implementing collections development policies and procedures for non-government records of all formats in the State Archives Division, including analog, born-digital and web-only newspapers and other publications, manuscripts, photographs, maps and plans, audio and video and related formats as needed.• Assists with the acquisition of non-government records of all formats in the State Archives Division, in coordination with the Acquisitions Archivist and according to approved policies and procedures for acquiring and managing non-government records.• Appraise items and groups of items within a collection to determine whether or not they should be preserved, deaccessioned, or destroyed. Given the size of many manuscript collections, it is impossible to do this at the time the collection is acquired. These appraisal decisions require analytical thought to assess the research value of specific items or groups of items based on knowledge of collections usage, evidentiary value, monetary value, subject and topics gaps of existing holdings, trends in historical research, uniqueness of the information contained in the materials, preservation issues and concerns, anticipated future use, etc.• Arrange manuscript collections, photograph collections, maps and architectural drawings, audio and video recordings providing suitable original arrangement to facilitate research and housing to ensure preservation in the process.• Assists Acquisitions Archivist with the acquisition of audio-visual materials and recommends best practices and procedures for the acquisition and preservation of audio-visual materials.
<p>40% E</p>	<p>Digital and Analog Collection Description</p> <ul style="list-style-type: none">• Maintains inventories and descriptions, and edits structural and administrative metadata, of analog, born-digital and web-only newspapers, periodicals, manuscripts, photographs and other non-government records according to accepted standards and best practices to facilitate management, preservation and access to such collections.• Contributes inventories and descriptions of collections to the DaRT collections management system for inclusion on the public Archives Catalog and the Kansas Memory online digital archives as needed.• Participates in the planning, implementation and management of a trusted digital repository for born-digital and digitized collections with expert knowledge in the long-term management of born-digital and digitized newspapers, periodicals and state publications and creates and maintains PREMIS and other related preservation metadata according to best practices and procedures to ensure the long-term viability of the collections.• Supports the preservation and digitization of audio and visual formats by acquiring specialized knowledge of analog and digital A/V formats and standards through online resources and professional development opportunities such as workshops and conferences.• Assists reference staff with patron requests to access audio/visual formats by providing support to locate, assess condition, playback and digitize audio/visual collections in accordance with professional standards and procedures.• Supports the management, identification, description and cataloging of audio/visual formats to improve public access to such materials through familiarity with standards for the description and cataloging of audio/visual collection.
<p>10% E</p>	<p>Reference</p> <ul style="list-style-type: none">• Provides reference and research assistance to patrons who visit the Research Room using various card catalogs, narrative findings aids, in-house databases, genealogical sources, and personal knowledge of the holdings of the division according to established guidelines.
<p>5% NE</p>	<p>Miscellaneous Related Duties</p> <p>Other related duties may include but are not limited to:</p> <ul style="list-style-type: none">• serving on intra- and inter-divisional committees, task forces, and teams;• delivering presentations to a variety of groups;• enhancing professional knowledge and skills by<ul style="list-style-type: none">○ studying professional literature in the fields of information technology, archives, history, government, preservation, and records management;○ taking advantage of workshops and other training opportunities;• performing other tasks assigned by the assistant division director, the division director, or by other State Historical Society administrators in order to help carry out the general mission of the State Historical Society and the State Archives Division. <p>The supervisor reviews all the above these responsibilities during periodic feedback sessions and the annual evaluation, and whenever problems arise with regard to quality of results.</p>

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- 22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

This position will oversee and review the work of several support staff who contribute to the acquisition and management of analog and born-digital newspapers and publications but will not directly supervise those support staff.

<u>Title</u>	<u>Position Number</u>	<u>Name</u>
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23. Which statement best describes the results of error in action or decision of this employee?
- Minimal property damage, minor injury, minor disruption of the flow of work.
 - Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - Major program failure, major property loss, or serious injury or incapacitation.
 - Loss of life, disruption of operations of a major agency.
- Please give examples.

The position is primarily responsible for ensuring that analog and born-digital materials are acquired, managed and preserved according to State Archives collection development policies and procedures. If these analog and born-digital materials are not preserved, they will not be available to researchers in the future. This position is also responsible for coordinating the transition from analog acquisition of publications and other materials to born-digital acquisition. Failure to achieve an efficient and comprehensive acquisition of born-digital materials will result in the failure to preserve such materials for researchers in the future. The position also participates in the description of contemporary and historical materials often rare and unique to make these holdings accessible to researchers of all types. Failure to provide adequate description would mean that significant historical materials remain inaccessible to researchers. Failure to monitor and appropriately adopt new technologies, standards, and best practices could limit the division's ability to enter into partnerships with other cultural institutions and compete for grants. Errors in judgment regarding preservation methods could result in the loss of valuable historical resources. Inadequate public relations skills could alienate potential donors, other staff, and researchers.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The employee has daily contact with other employees, the public, and external partners in the performance of the duties of the position. The purpose of the some of the contact is to influence and motivate potential donors to contribute valuable historical materials to the Society. The employee occasionally makes formal presentations and works with internal and external partners to achieve common understanding or solutions to problems. Excellent communication techniques and well developed communication skills are important in this position.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The responsibilities of the position require working in unheated or unairconditioned storage areas in very hot or cold weather, climbing tall ladders to examine or retrieve records stored on high shelves, and lifting or carrying heavy boxes. Such work also involves exposure to dust, mold, insects, and the droppings of birds and rodents.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer and other standard office equipment used daily.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General -----Must possess the following:

Graduation from an accredited four-year college or university.

Education or Training - Special or professional

Master's degree in library science, archival administration, historical administration, or a related field. Experience in library or archival work may be substituted for the master's degree.

_____ Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of

- American history with special emphasis on western and Kansas history;
- special library descriptive methods and best practices;
- historical research methods;

Ability to

- manage projects;
- supervise others;
- work with a variety of people and in a team environment;
- balance multiple projects;
- meet deadlines;
- express ideas clearly, orally and in writing.

Experience - Length in years and kind

Prefer some experience in special library work.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Physical requirements of the position include climbing tall ladders to examine or move records stored on high shelves; lifting or carrying boxes or volumes weighing as much as 60 pounds which often must be placed on high shelves and/or loading docks; and loading, unloading, and driving a large van.

Valid Kansas driver's license.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date