WASHINGTON COUNTY
Job Description

JOB TITLE: Archivist & Records Manager

Exempt (Y/N): Yes	DEPARTMENT: County Judge's Office
DATE PREPARED: September 2011	SUPERVISOR: Chief of Staff

SUMMARY:
Under the general direction of the Chief of Staff, the incumbent is responsible for developing and maintaining a comprehensive archives and records management program for Washington County. Work involves considerable interaction with all county offices and departments, including the Circuit Clerk, County Clerk, Assessor, Collector, Treasurer, Sheriff, Prosecuting Attorney, and Public Defender. The Archivist assists county employees, attorneys, title searchers, and the general public in the use of inactive, semi-active and active records stored in the Washington County Archives and Records Center. The archivist must be familiar with the general scope, content, and arrangement of the groups of records deposited in the archives by the aforementioned offices. In an effort to reduce costly records storage space requirements in the courthouse and other county facilities, the incumbent assists all county offices, ensures timely transfer of inactive records to the archives or records center and/or coordinates the timely destruction of nonessential records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop and maintain a comprehensive archives and records management program for Washington County.

2. Manage the budget of the Office of Archives & Records Management.

3. Implement State of Arkansas records retention schedules for county records and develop schedules for records not included in State of Arkansas schedules.

4. Keep abreast of changes in records management statutes and improvements in record-keeping technologies.

5. Coordinate storage of records stored in county archives and records center.

6. Coordinate copying of archival records onto microfilm and/or electronic based media.

7. Coordinate confidential destruction of records, which can be destroyed.

8. Maintain inventory of all records stored in the archives and records center.

9. Assist elected officials, county employees, attorneys, title searchers, and the general public to locate and use county records.

10. Resolve problems and deal with public in a professional manner.

11. In coordination with the computer administrator, develop and maintain Washington County Archives home page on the internet and respond to email inquiries.

12. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.

13. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Assistant to Archivist and part-time records clerk within the Department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Masters degree in Public Administration, Library Science, or History is required. Five to ten years experience working with public records is necessary.

OTHER SKILLS and ABILITIES:

The incumbent should have extensive knowledge of local government and public records; possess computer skills and be familiar with microfilming and electronic imaging processes and techniques; have strong written and verbal communication skills as well as research skills. Excellent organizational skills and the ability to set priorities and establish and maintain effective working relationships with county personnel, state and federal agencies, and the general public. The incumbent should also possess computer skills, accurate typing skills, and have knowledge of general office machines such as calculator, copier, fax, printer, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. The

employee regularly climbs ladders and lifts or moves up to 50 pounds. Specific vision abilities required by this position include close, distance and color vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate. The air quality is usually good; however, mold spores and dust mites are present in many of the older records. Persons with severe allergies may need to take extra precautions while working with older documents.