State Agency Records Archivist – Archivist

14. Position Summary

Under the general supervision of the Collection Development Coordinator, this position has overall responsibility for the acquisition and accessioning of scheduled Wisconsin state government agency records series with historical value, with primary focus on the appraisal, accessioning, arrangement, and description of records in all formats. The work of this position involves frequent contacts with outside agencies, institutions, and individuals.

15. Goals and Worker Activities

20% A. Appraisal and transfer of state agency and other public records
   A1. Prepares appraisal reports and accessioning plans as needed and directed.
   A2. Based on records management guidelines and archival appraisal, oversees the transfer of scheduled records, in all formats, from the State Records Center or directly from state agencies to archival control.
   A3. Responsible for acquiring all necessary background documentation, metadata, and associated indices and access systems for all new acquisitions.
   A4. Oversees the WHS use of the DOA State Records Center Versatile database for purposes of records management, tracking, and acquisitions.
   A5. Manages the disposition of unwanted records including the return of records to agency control or confidential destruction.
   A6. Researches the history and organizational structure of state agencies for the purpose of preparing agency histories and related guides and background documentation.
   A7. Works with other archival and library staff to develop and improve documentation standards and practices.
   A8. Cooperates with manuscripts accessioner to manage physical stack spaces for the optimum storage of, and access to, public records.
   A9. Participates in the review of RDAs and necessary follow-up with agencies and the PRB.

35% B. Accessioning, arrangement, description, and preservation of state agency records
   B1. Coordinates Library-Archives accessioning work and procedures with all state agency RIM staff.
   B2. Completes accessioning actions to achieve desired standards of access and intellectual control, including all arrangement and description matters, as well as the preparation or all necessary MARC cataloging inputs in cooperation with the Library-Archives cataloging staff.
   B3. Prepares, and oversees the preparation of, series descriptions, registers, indices, inventories and other appropriate finding aids for the records using desktop office management tools, Encoded Archival Description (EAD), and Web-based tools.
   B4. Cooperates with other Library-Archives accessioning and cataloging staff to improve standards for arrangement and description of public records.
   B5. Identifies priorities for further arrangement and descriptive work and undertakes that work as time allows. This includes the preparation of processing plans,
including arrangement schemes, recommendations for weeding, recommendations for reformatting, evaluation of preservation needs, characteristics of finding aids, task assignments, estimates of resource requirements, and timelines.

B6. Conducts reappraisal and re-accessioning/de-accessioning of existing state agency records series as necessary to meet Library-Archives documentation goals.

B7. Oversees, and make recommendations for improvements to, Library-Archives acquisitions and accessioning tools, including databases and spreadsheets, and for tracking the acquisition and accessioning of public records.

B8. Maintains public records accession and deaccession logs and provides statistical reports on new acquisitions.

B9. Performs basic preservation work on collections and works with preservation staff to develop and improve preservation plans for public records.

B10. Coordinates with Public Services Bureau staff to resolve public access needs and improve the quality and utility of public records finding aids.

B11. Oversees the work of non-permanent assistants to accomplish required work as needed.

B12. In cooperation with other Library-Archives and IT staff, develops procedures for a “Trusted Digital Repository” based on an OAIS reference model, Preservica software systems, and current best practices.

25% C. Enterprise-wide Records and Information Management (RIM) activities

C1. Maintains close working relationship with the State Records Center staff and state agency RIM staff to improve the management and preservation of WHS public records holdings.

C2. Provides records-related information and training to state agency personnel through a variety of venues.

C3. Participates in planning with DOA and the PRB on general records schedules, guidelines, policy documents, and RM/CM products.

C4. Participates in statewide and national forums concerned with RIM issues.

10% D. Web Harvesting Efforts

D1. Develop policies, standards, and practices for the use of website harvesting technology for the assessment and capture of state agency website content and web records content.

D2. Oversee the processes and work of para-professional and limited-term employees.

D3. Coordinate efforts with other Library-Archives staff doing similar work and with other state agencies for the capture of state agency websites and web records.

5% E. WHS Agency Records Officer

E1. Coordinate efforts of staff in all WHS division to ensure that scheduled Historical Society public records are properly managed.

E2. Assist WHS staff assigned to prepare records schedules with details of scheduling and PRB scheduling procedures.

E3. Compile schedules and forward to appropriate PRB committees.

E4. Review WHS schedules that have sunset and require re-approval.

E5. Track and manage the storage and destruction of schedule WHS records stored by DOA at the State Records Center.
3% **F. Complete other projects and tasks as assigned by Collection Development Coordinator and the Division Administrator.**

F1. Contributes to the visibility of the Division with its various constituents by developing public information, planning outreach programs, and by participating in publicity activities.
F2. Provides assistance to reference services for public records as needed and performs other tasks broadly related to the operation of the Division.
F3. Participates in Society and Division planning efforts.
F4. Conducts research into archival techniques and practices and relates findings to staff and others.

2% **G. Develop personal professional skills.**

G1. Attends job-related classes at the request of the supervisor.
G2. Attends meetings of relevant professional organizations and actively participates in their various functions.
G3. Reviews current literature in archival science, records management, information systems, and related disciplines.
G4. Prepares and contributes articles for publication in professional journals.
Knowledge, Skills and Abilities

1. Knowledge of archival and records management standards, methods, theory, and practice, as typically acquired in an archives graduate school program or comparable certification.
2. Knowledge of electronic records concepts and practice relating to records retention, transfer, management, preservation, and access.
4. Knowledge of developing trends and standards for government records and publications information architecture such as the OAIS standard.
5. Knowledge of archival accessioning standards and contemporary practices.
6. Knowledge/skills/ability to complete archival analysis and appraisal techniques for public records.
7. Knowledge/skills/ability with using metadata standards and protocols.
8. Knowledge/skills/ability with using XML schemas and related tools.
9. Knowledge/skills/ability with using archival and library cataloging rules and procedures.
10. Knowledge/skills/ability with using database platforms such as Access, MySQL, or Oracle.
11. Knowledge/skills/ability with using MS office applications.
12. Knowledge of Wisconsin history and state government operations.
13. Ability to work effectively as a member of a functional team and oversee the work of student employees.
14. Ability to analyze the contents of public records for legal, financial, and historical value and compare these to records management guidelines and statutory requirements.
15. Ability to research, write, and implement public records documentation plans within the framework of the WHS’s mission and vision.
16. Ability to communicate clearly and effectively, both in writing and verbally, with supervisors, colleagues, and state agency records staff.
17. Ability to repeatedly lift and move records containers weighing up to 35 pounds.
18. Ability to hold a Wisconsin driver’s license and travel around the state as needed.
19. Ability to operate a vehicle up to the size of full-length cargo van.

Physical demands of this position include:
Employee must have the strength, physical dexterity, and flexibility necessary to work in an office environment and also manage and transport records containers.