

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**ARCHIVIST SUPERVISOR**

---

---

**DEFINITION**

Directs a comprehensive archival/records management program and supervises archives/records management staff in the preservation and classification of state records, historical documents and other archival material; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Administers programmatic budget; participates in department level planning, encourages identification and preservation of essential evidence, and repair and classification of state records, historical documents, electronic records and other archival materials; provides administrative support to the State Records Commission, including management of the State Archives of Iowa and the State Records Center.

Develops policies, standards, and guidelines for adoption by the department or State Records Commission in accordance with the Code of Iowa, Chapter 305; establishes methods for safekeeping of permanent and historically valuable records and directs the maintenance of a proper storage area in accordance with archival standards.

Manages the development of inventories, preparation of records retention and disposition schedule proposals throughout the life of a record both with permanent (Archives of Iowa) and temporary (State Records Center) values and makes recommendations to the State Records Commission.

Oversees cataloging of records by identifying agencies and recording the data necessary to describe records and integrate materials; develops policies regarding the location, accession, appraisal, organization, and preservation of records for the use of the state archives.

Provides resource services to the general public, researchers, state agencies, and other institutions; plans a publications program including guides, inventories and descriptions, as well as online publications of descriptive finding aids and selected materials to facilitate their use by patrons and state agencies; conducts training and instructional workshops as needed.

Serves on and provides counsel to boards, committees, and commissions; attends professional meetings, reads professional literature and maintains contact with federal, state, corporate, religious, and other archivists/records managers to keep management and staff apprised of current developments in the field of archival/records management.

**COMPETENCIES REQUIRED**

Knowledge of supervisory techniques and practices.

Knowledge of cataloging and classification of state records, electronic records, historical documents, or any other archival material.

Knowledge of professionally recognized preservation, repair, and storage techniques for archival materials.

Knowledge of the organization and operation of state government and the research needs of state and local governments, and local and regional historical organizations.

Knowledge of management policies, procedures and practices necessary for the effective administration of an archival management program.

Knowledge of principles and procedures of historical research and archival processing.

Ability to plan, organize, control, and effectively guide the work of subordinates.

Ability to evaluate electronic/non-electronic records and objects as to historical value.

Ability to arrange, catalog and index historical materials.

Ability to interact with state officials, agency personnel and the general public to establish and maintain effective working relationships, and communicate effectively in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from illegal, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policies and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with a degree in archival science, public administration, political science, library science, history, government, or historic preservation and experience equal to two years of full-time work as an archivist;

OR

graduation from an accredited college or university with a Master's degree in archival science, public administration, political science, library science, history, government, or historic preservation and experience equal to one year of full-time work as an archivist;

OR

an equivalent combination of experience and education substituting one year of the required experience for each 30 semester hours or one year of the required education to a maximum substitution of four years.

Effective Date:   9/07   SA