

Office of the City Auditor

CLASS SPECIFICATION

CITY ARCHIVIST

[Salary Grade 59](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under the general direction of the City Auditor, provides Citywide leadership on archives and records management; serves as the expert on archives and records management; plans and manages the activities of the Archives and Records Management (ARM) Division within the City Auditor's Office; oversees the Portland Archives and Records Center (PARC); contributes to the accurate documentation of City government activities.

Responsibilities include: managing, developing, and overseeing multiple archives and records functions mandated by state law, City Charter, City Code, and relevant professional standards; directing, planning, and administering facilities management practices, including standardized warehousing and inventory procedures; planning, supervising, and evaluating the work of staff. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

City Archivist is a single-incumbent classification and the highest management classification within the ARM Division. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

City Archivist is distinguished from Archives & Records Management Coordinator III in that the latter is responsible for a program within the Division with a specific focus related to collecting, preserving, and facilitating access to the City's records, while the former is responsible for the overall management of the Division and facility and Citywide leadership on archives and records management matters.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the City Auditor in setting and carrying out the vision, mission, and objectives of the Auditor's Office; protect its independence from Bureaus; develop and implement policies, initiatives, and activities related to the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
3. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the mission, objectives, and service expectations of the Auditor's Office and Archives and Records Management.
4. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews; ensure employees have the opportunity to correct deficiencies and appropriate discipline procedures are implemented.

5. Counsel and advise Bureaus/Offices and elected officials on public records and records management matters; direct and monitor training programs; establish policies and procedures regarding archives and records management, including records retention, destruction, preservation of historical records, public access, and electronic records; collaborate with Bureaus/Offices to provide policy direction on records retention.
6. Provide for the maintenance and security of the PARC facility; direct and manage major facility projects, repairs, and improvements; ensure physical records storage conditions meet professional standards; ensure that security protocols and systems are functional and adhered to; plan for future capacity and type of storage and operational needs; direct the ARM division's emergency response plan. Represent the Auditor's Office in Portland State University and City of Portland condominium business related to PARC.
7. Manage the overall direction and performance of the Division; develop, implement, and monitor work plans to achieve mission, goals, and performance measures; supervise, develop, recommend, and implement plans, policies, systems and procedures; review proposed legislation for impact on the City's responsibilities for maintaining public records and recommend changes to the legislation or practices.
8. Participate in the development and administration of the Division's budget, including cost analysis of programs, projects, and staff; ensure tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
9. Serve as expert resource for City government history and archival materials; represent the Auditor's Office in meetings with outside agencies regarding related issues; plan and direct Division services, activities, and partnerships with Bureaus/Offices and other organizations; develop and direct the Division's response to requests for information from Bureaus/Offices and the public involving public records that are the responsibility of the Auditor's Office and with records that are managed but not owned by the Auditor's Office.
10. Contribute to strategic Citywide approach to management of electronic records; administer the City's electronic records management system; develop policies and procedures for the capture, storage, retention, preservation, distribution, and destruction of electronic records; work with Bureaus/Offices to promote proper electronic records management and protection; oversee the implementation of the City's electronic records management system and its ongoing adaptation to evolving formats; promote and encourage use of the City's electronic records management system.
11. Supervise the records destruction process; ensure compliance with the City's Records Retention Schedules; ensure Bureau/Office records coordinators are properly notified of records due for destruction; review and approve verified list of records consigned for destruction; address question and issues.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction by the Chief Deputy City Auditor or City Auditor.

Directly supervises subordinate employees, including Archives & Records Management Coordinator positions and other staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Comprehensive knowledge of records management practices and procedures, archival processes, maintenance of official records and original documents, and relevant laws and regulations.

2. Comprehensive knowledge of the theories, principles, legal requirements, and techniques of records management, including retention scheduling, archives management, storage, public access, electronic records, and destruction; research techniques, methods, and procedures.
3. Thorough knowledge of principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the ARM Division and City Auditor's Office.
4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of facilities management practices, including inventory and warehousing methods and techniques, and warehouse safety regulations and practices.
6. Ability to resolve difficult management or administrative issues, perform detailed analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
7. Ability to understand, interpret, explain, and apply City, state and federal policy, law, code, regulations, and court decisions applicable to the City Auditor's Office and ARM Division.
8. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to interpret and explain records management, retention, archives, and access policies and requirements to City staff, elected officials, and the public.
10. Ability to prepare clear and concise correspondence, reports, studies, and other written materials for diverse technical and non-technical audiences.
11. Ability to exercise sound, expert, and independent judgment within policy guidelines.
12. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
13. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
14. Ability to utilize City-specific technology and general office software programs, and other related archival software programs.
15. Ability to navigate sensitive political environments.
16. Ability to manage a diverse workforce and apply equitable program practices to diverse and complex services.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

Education/Training: Master's degree from an accredited college or university with major course work in library and information sciences, archival management, history with a concentration in archival studies, or related field;

AND

Experience: Five (5) years of increasingly responsible archives and records management experience, including two (2) years of experience in a supervisory role;

OR

Equivalent combination of training and experience.

Ability to pass a physical capacities test requiring the lifting and carrying of boxes up to 40 pounds.

Special Requirements and/or Qualifications:

Experience working for a public agency and/or working with public records.

Preferred Qualifications:

Certification by the Academy of Certified Archivists.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: