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**ARCHIVIST**

**SCOPE OF WORK:**

Work involves acquiring, arranging, preserving, and referencing the documentary holdings of the State Historical Society.

**DUTIES PERFORMED AT ALL LEVELS:**

- Arrange for the transfer of designated state agency material from the originating agency or political subdivisions to the custody of the State Archives.
- Solicit, appraise, and determine order for processing archival collections; perform holding maintenance and carry out preservation measures.
- Participate in reviewing and updating policies and procedures.
- Compile data for listing collections; create a computerized inventory of the collection content; update, maintain and schedule location register.
- Collect and maintain published and unpublished materials on the history of North Dakota and the Northern Great Plains.
- Arrange, preserve, digitize, and store the audio/visual collections of the State Historical Society; create, schedule, update, and publish inventories of collections; plan and coordinate various projects.
- Provide access of archival holdings to state agency personnel, the public, and other researchers by locating, removing, and disseminating requested material.
- Perform research within the archival holdings; instruct researchers on use, preservation, and archival handling of research materials.
- Provide information for and/or conduct programs or workshops regarding availability and access of archives, rules, and services to the public.
- Maintain statistical documentation; prepare summary reports as needed; participate in planning, follow through, and evaluating division goals and objectives.
- Provide orientation, training, and supervision of volunteers, interns, and temporary staff; may coordinate activities of the work unit.
- Participate on teams and committees; represent agency as needed.
- Write articles for blogs, internal publications, and media.
- Work shift at reference desk assisting public and state employees, conduct tours for public groups.
- Evaluate and determine appropriateness on new donations of photographs and manuscripts.
- Conduct audio interviews with North Dakota residents to add to oral history collections of the state.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**ARCHIVIST I**  
GRADE J

1244

**LEVEL DEFINITION:**

Duties at this level involve acquiring, arranging, preserving, and referencing documentary records of the State Historical Society under general supervision.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in history, library science, or a closely related liberal arts or social science field and two years of experience in analyzing and managing archival material.

**ARCHIVIST II**  
GRADE K

1245

**LEVEL DEFINITION:**

Duties at this level involve planning, developing, coordinating, and supervising the functions of archival records management for the State Historical Society.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Supervise staff in the management of archives.
- Plan and develop archival collections; establish and implement goals, policies, and standards for the archives; responsible for short and long term planning for management of collections. Strategic planning for future Archival needs.
- Communicate acquisition and accession procedures and policies to prospective and active donors.
- Work with Historical Society Registrar on agency-wide collections.
- Determine and maintain classifications of archives and manuscripts in appropriate record groups, series, and collections; make selections for microfilming.
- Oversee the housing of collections to minimize physical risk and to reduce deterioration; adjust space and movement of materials and equipment as necessary

to house existing and incoming collections; ensure security and safety of historical materials.

- Compile statistics and generate documentary collection summaries.
- Manage the ongoing development of the documentary research collections to better serve the research needs of staff and the public.
- Oversee legal documenting of all archival acquisitions
- Collaborate with the division director regarding disposition of records.
- Provide technical assistance to non-state entities on preservation and administration of archival collections.
- Represent the agency on assigned committees and boards.

MINIMUM QUALIFICATIONS:

Requires a master's degree in history, archives, library science, or a closely related liberal arts or social science field and three years of reference work experience or a bachelor's degree in history, library science, or a closely related liberal arts or social science field, and five years of reference experience working in an archival profession that included one year of supervision.

Eff. Date: 9/81

Rev: 1/00 – Word processing conversion

Rev: 6/01 – Updated duties and grades

Rev: 3/07 - Updated duties and factoring

Rev: 7/12 – Conversion to Hay System

Rev: 12/18 – Updated duties, level definitions, and minimum qualifications; reevaluated factoring resulting in increased grade at first level.