

Summary of Duties: Performs professional archival work in appraising, analyzing, classifying, describing, preserving and providing reference service from non-current public records and historic documents; implements systems, standards and procedures for creating, maintaining, retrieving, protecting and preserving historical records; assists in general records management duties; and does related work.

Distinguishing Features: An employee of this class organizes, analyzes and interprets non-current records, assesses their historical value, and preserves and maintains these documents. This type of work requires the application of theories, principles and methodology of Archival Science. Assignments normally are given verbally and in writing and results are evaluated by periodic review of archival collection, records and reports.

An Archivist is distinguished from a Records Management Officer in that the duties involve the need to understand how the records relate to each City agency's operation in order to appraise their historical value and preserve them in the proper context should they become part of the archives, whereas a Records Management Officer has overall responsibility for the development and administration of a comprehensive Records Management Program for the City of Los Angeles or a major department.

Examples of Duties: An Archivist:

- * Develops and implements systems, standards and procedures for creating, maintaining, protecting and preserving historical records;
 - * Reviews methods and techniques used for storage and retrieval of historical records and recommends cost effective improvements;
 - * Reviews records retention schedules to ensure the permanent retention of historically significant records;
 - * Receives and collects records of historical value;
 - * Analyzes, classifies and indexes historical records for archival storage and retrieval;
 - * Provides reference services for members of the public seeking historical information;
 - * Assists departments, offices and bureaus in the identification of historical records;
 - * Prepares reports and correspondence relating to historical records;
 - * Compiles listings of archival holdings for publication;
 - * May act as a lead over professional and clerical employees performing work related to archival processes;
 - * Assists in general records retention and management duties;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Archival principals, organization and procedures;
- * Methods of processing and filing archival materials;
- * The care and preservation of archival material;

A working knowledge of:

- * Methods and techniques of historical research and research in archival materials;
- * Records retention and records management principles;

A general knowledge of:

- * The history of the City of Los Angeles;

The ability to:

- * Plan and direct a program for processing documents of historical significance;
- * Establish and maintain effective indexing procedures;
- * Establish a filing, storage and retrieval system for control purposes;
- * Relate effectively with City officials, other employees and the public;
- * Communicate effectively orally and in writing.

Minimum Requirements: Graduation from a recognized four-year college or university and two years of full-time paid professional archival experience which includes responsibility for identifying, analyzing, classifying and indexing historical records for archival storage is required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 30 pounds; body agility and equilibrium to climb ladders and retrieve cartons of records; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.