

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

ARCHIVIST

Archives & History

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$23.83 - \$40.02 PER HOUR

**APPLICATIONS WILL BE ACCEPTED THROUGH
SEPTEMBER 13, 2023**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Archivist

Archives and History

AH/1
Grade 17

JOB SUMMARY

This position is responsible for coordinating the operations and services of the Limestone County Archives, including overseeing the procurement, organization, and accessibility of county official and historical records.

MAJOR DUTIES

- Determines which historic records to retain in accordance with Alabama Records Retention Schedule and Limestone County Archives scope of collection guidelines; coordinates transfer of permanent historic records to the archives; solicits and accepts non-governmental historic records donations.
- Develops and maintains digital inventory, description, and accession of each item; maintains digital filing and retrieval system; maintains physical filing and storage system; maintains index of county records; maintains accessible and well-organized genealogical records.
- Responds to assists patrons with research requests; assists patrons with locating relevant records; assists patrons in reading and understanding historic records; assists patrons in the use of microfilm readers, scanners, copiers, etc.; accepts payment for record copies; maintains visitor logs.
- Develops annual budget requests and manages approved funds; monitors and controls expenditures; researches services, products, and providers to meet department operational needs; obtains purchase orders; coordinates with vendors.
- Coordinates activities with the Friends of the Archives; attends quarterly FOA Board meetings; develops and maintains partnerships with related organizations.
- Files and maintains records in accordance with appropriate preservation standards and guidelines; cleans and repairs historic records and photographs; scans or arranges for the scanning of records and photos; coordinates digital preservation maintenance with appropriate service providers.
- Supervises and coordinates the work of staff, volunteers, and interns to ensure the appropriate provision of services to the community.
- Coordinates and implements a variety of outreach and community education events and programs.

- Provides information about the archives to local media; maintains and updates website and social media accounts.
- Oversees the maintenance and repair of archives facilities and grounds.
- Maintains bookstore of local history reference materials; prints, binds, and sells local history reference books and materials; partners with local historical organizations and authors to make their local history resources available for purchase.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the State of Alabama Records Retention Schedule and the Limestone County Archives Collection Policy.
- Knowledge of the principles and practices governing the archival storage or records.
- Knowledge of records management, cataloging, and the digital conversion and storage or records.
- Knowledge of patron services principles and practices.
- Knowledge of budget development and management principles and practices.
- Knowledge of supervisory principles and practices.
- Skill in the use of computers and job-related software programs.
- Skill in the training and supervision of personnel and volunteers.
- Skill in the provision of customer services.
- Skill in the development and implementation of public education and outreach programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state record retention schedules, county record collection policies, the Limestone County Employee Handbook, and other county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied archives management, customer service, and supervisory duties. Frequent interruptions combined with the unique nature of each patron request contributes to the complexity of the position.
- The purpose of this position is to coordinate the functions of the Limestone County Archives. Successful performance contributes to the collection, maintenance, and availability of county historic records.

CONTACTS

- Contacts are typically with co-workers, other county employees, members of the news media, volunteers, interns, librarians, researchers, genealogists, vendors, consultants, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, justify or settle matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office or in records storage areas.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Archivist.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.