

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Archivist

Class Code: 30780

Pay Grade: GH

A. Purpose:

Collects, accessions, and preserves, in accordance with the Society of American Archivist standards, government and manuscript records of the state and region which have permanent historical or research value to ensure those materials are available for public use.

B. Distinguishing Feature:

Archivists are charged with acquiring, accessioning and preserving a variety of documents, photographs, and maps; and work at the State Archives located in the SD Cultural Heritage Center.

Museum Curators design and oversee the production of exhibits, research and prepare collections, determine significance of collections and whether they should be added to the state's collection, and develop educational programs on South Dakota's heritage.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Accessions archival materials to ensure clear organization and ease of retrieval.
 - a. Assigns original catalog numbers to archival materials.
 - b. Assigns titles and determines arrangement of materials either by subject or chronologically.
 - c. Creates description of contents of records, who created the materials, and who donated them.
 - d. Contacts donors and ensures the State obtains legal ownership of the materials.
 - d. Conducts research to determine history of the materials and who originally owned them.
 - e. Lists locations where further materials and information about the subject can be found.
2. Appraises materials to determine if they should be added to the State Archives.
 - a. Evaluates research usefulness and historical value of the materials.
 - b. Determines relationship of materials to other records.
 - c. Explains to donors why the materials are not wanted or needed.
3. Creates finding aids and repository guides to assist researchers in locating desired materials.
 - a. Contacts researchers and determines their wants and needs regarding archival materials.
 - b. Create synopses of manuscript collections.
 - c. Ensures materials are cross-referenced and categorized correctly and completely.
4. Responds to research requests and assists researchers in locating desired materials and information.
5. Performs conservation treatments on materials to ensure their longevity.

- a. Accomplishes fumigation, dry cleaning, washing, humidification, and deacidification procedures to prepare materials for storage.
- b. Mends, makes reinforcements, and creates supports for damaged materials.

6. Performs other work as assigned.

D. Reporting Relationships:

Reports to the State Archivist.

E. Challenges:

Challenged to accurately categorize and catalog a myriad of documents that are donated or acquired by the State. This is difficult because of the vast diversity of the materials and the need to ensure the materials can be easily located for research purposes.

Problems include how to tactfully tell a donor that the materials to be donated are not wanted or needed by the State Archives. An additional problem is how to preserve materials which have already started to deteriorate. The incumbent must also solve the problem of satisfying the requests of the public while not neglecting other duties involving selecting, accessioning, categorizing and preserving archival materials.

F. Decision-making Authority:

Decision made include the flexibility to prioritize day-to-day tasks, arrangement of collections, and which items to accept or acquire for the State Archives.

Decisions referred to the supervisor include budget submissions, policy development, and responses to requests for research materials that are national in scope.

G. Contact with Others:

Daily contact with researchers to assist them with finding needed materials and daily contact with donors to appraise and accept or reject archival materials.

H. Working Conditions:

Works in a typical office environment and may be called upon to lift boxes weighing as much as 50 pounds. May be required to climb ladders to retrieve or shelve archival materials.

I. Knowledge, Skills and Abilities:

Knowledge of:

- South Dakota history and geography;
- archival principles, procedures, and research methodology.

Ability to:

- perform research;
- communicate information clearly and concisely;
- organize collections;
- deal tactfully with others.