



NATURE OF WORK IN THIS CLASS:

Administers the archival program within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Establishes and operates archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to or acquired by the Guam Museum.

Responsible for the research and documentation of the museum archives

Responsible for the acquisition and deaccessioning of archival material in all media and controls the flow of catalogued materials in and out of the collections storage

Responsible for the care and preservation of the archival collection and ensures the maintenance and security of collection

Prepares inventories, indices, catalogs, and other publications resulting from archival research in all media

Responsible for the development, management and operation of the museum resource library

Responsible for public inquiries and requests for archival information and providing public access to archival resources

Consults with Museum Curators as to their need for and use of archival records

Participates in the creation of archival exhibitions and public programs

Responsible for the plans, policies and procedures relevant to the museum archives

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the techniques of selection, evaluation, preservation, restoration, digitization and exhibition of archival materials of all media



Knowledge of the care and preservation of important documents, photographs, artifacts, and other valuable items for permanent storage or display

Knowledge of practices and procedures pertaining to storage and records management

Ability to administer an archival program

Ability to make work decisions in accordance with appropriate program guidelines

Ability to conduct research work regarding museum exhibits and collections for data gathering and information

Ability to research, apply and administer museum grants

Ability to develop new standards and procedures and to recommend changes or improvements in the archival system

Ability to work effectively with the public and employees

Ability to communicate effectively orally and in writing

Ability to prepare reports or publications and maintain records

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or
- (B) Five years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with an Associate's degree in public or business administration or closely related field; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills



ESTABLISHED: JULY 1980
AMENDED: MARCH 2016
FLSA: EXEMPT
PAYGRADE: O

HAY EVALUATION:	KNOW-HOW:	E II 3	264
	PROBLEM SOLVING:	E 3 (38%)	100
	ACCOUNTABILITY:	E 2 C	<u>132</u>
	TOTAL POINTS:		496

This standard revises and supersedes the standard established July 1980.



CHRISTINE W. BALETO, Acting Director
Department of Administration