

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ FieldExplanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

*R33

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Archivist

GS

1420

11

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

Archivist

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 13 0 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities *(See Attached)*

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Archivist
GS-1420-11**

Introduction

The incumbent serves as an archivist for one or more parks to design and manage the archival program within the museum program. Because of the specialized nature of this work, park staff depends on the incumbent for information on measures necessary to manage the archives and, if appropriate the library.

Major Duties (80-100%)

Evaluates all records, archival, and manuscript collections with the records management guideline. Evaluates records against scope of collection statement and archival appraisal criteria. Recommends specific non-official records for inclusion in museum collection.

Represents the superintendent when working with others on archive matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public in order to encourage and facilitate cooperative regional management strategies. Attends management and professional conferences and other events for the purpose of exchanging information and presenting technical and policy information.

Accessions appropriate collections into the park museum collections. Researches collection provenance, original order, series components, dates, document formats, processes, creators, authenticity, topical content data, legal status, and legal validity of access restrictions and ownership history. Deaccessions inappropriate collections following established NPS policies.

Conducts baseline condition survey of archival collections and prioritizes collections for treatment or reformatting. Writes recommendations for treatment or reformatting, scope of work for treatment or reformatting, and treatment or reformatting inspection criteria. Initiates contracts to reformat or treat the archival collections when funds are available and inspects collections afterwards.

Rehouses the park archival and manuscript collections, as needed. Sets up archival storage, processing, work and reference services areas, reading room spaces with good environments, security, fire protection, and supervision. Monitors, controls, and maintains the environment for collections, including light, temperature, relative humidity, and air quality, and does the integrated pest management program.

Arranges the collection. Creates, edits, and indexes folder lists, box/container lists, and updates edits and indexes the collection-level survey description as needed.

In consultation with the records manager, surveys park records in all park structures, and writes collection-level survey descriptions.

In conjunction with the records manager, identifies the historical records, determining which materials are active and inactive, and disposes of inactive official records as described in the records management guideline.

Produces finding aids and a repository-level guide. Distributes these documents and publications to appropriate libraries, archives, and related research repositories. Publicizes the archival and manuscript collections on the National Union Catalog of Manuscript Collections and related national bibliographic databases.

Enters the collection into the NPS automated collections management system.

Researches and reviews archival and manuscript collection restrictions, e.g., copyright.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out archival goals. Functions as the Contracting Officer's Technical Representative for projects conducted through contracts, interagency agreements, and cooperative agreements.

Writes park access and use policies and provides reference services. Provides comments on developing servicewide policy for archival collections.

Supports the park educational program by preparing collection documentation such as finding aids, exhibits, slide shows, and similar publications to assist in thematic research.

Recommends and develops automation systems and linkages that will expedite research and information communication.

As appropriate, manages park library, including the planning, development, and supervision of library functions, including setting goals and maintaining operations to acceptable standards of library science.

May develop strategic plans, work plans, schedules, project statements, scopes of work, cost estimates and proposals to justify funding requests and accomplish goals. Maintains awareness of applicable funding sources within NPS and outside. Tracks use of funds and prepares accomplishment reports.

May represent park on NPS regional task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May administer photograph reproduction program. Writes terms and conditions for use policy and manages reproduction permission requests and copyright concerns in consultation with the curator and/or others.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 Points

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

Professional training in archives management and advanced knowledge and understanding of archival theory, principles, ethics, methods, techniques, automated information systems, and their applications to a variety of archival and library situations.

Understanding of disciplines represented in the park collections, such as history, archeology, cultural anthropology, historic and cultural landscape, biology, geology, legislation, and administration. Knowledge of NPS and non-NPS archival collections in related subject matter in order to achieve complete coverage of significant archival sources when providing reference and research service in response to requests. Knowledge of historical research techniques.

Ability to apply knowledge about the physical characteristics of documents and how they influence the value, acquisition, preservation, and use of documents.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

If oversees the park library, incumbent must have advanced knowledge of the principles of library science and its methods and techniques, and of automated information systems as they apply.

Factor 2. Supervisory Controls Level 2-4; 450 Points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent is expected to independently design and carry out specific projects and assignments to their completion. The incumbent keeps the supervisor informed

of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 Points

Guidelines include laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points

The incumbent takes on a complex work program of assignments in every functional area of the NPS archival and, as applicable, the library mission. The incumbent deals with any of the various subject disciplines, public programs, and museum concentrations of the NPS with understanding and works with any of its managerial and administrative offices.

The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

Many archival tasks often need to be done with concurrent or overlapping and sometimes competing demands and requirements that the incumbent is expected to resolve. The work requires application of professional archival principles standards, and methods of collections development, appraisal, arrangement, preservation, and description including automated cataloging to acquired archives and collections and to resources management records. The work also requires performing reference services and support for park educational programs, and other general duties in support of the records and archives management programs. The position may oversee the operations of the park's library and work cooperatively with the records management program.

Assignments typically involve archival collections, which present major problems. The subject matter of the collection is complex in that it relates to one or more major

topics or themes of history and may include several related topics. The incumbent understands the impact of social, cultural, economic, political, and technical factors on the evolution and characteristics of documents and their management, including the life cycle of records.

Factor 5. Scope and Effect Level 5-3; 150 points

The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The successful accomplishment of the duties of this position are to identify, evaluate for future reference value, document, accession, catalog, house, and preserve archival records of the park; and to maintain effective archives information management control over the holdings of the park. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

The incumbent must provide effective reference and research services for the public, scholarly researchers, and education specialists, according to the access and usage policies of the NPS. The incumbent must perform effective public education activities. This work will affect the work of a wide range of scholars, publishers, collaborators, and the general public on a continuing basis.

As a representative of NPS dealing with scholars, the general public, and colleagues in museum and archives professions, the incumbent must, in performing all projects and tasks, maintain the integrity of NPS for historical accuracy. Must exhibit subject mastery, professional expertise, equitable service, and dedication to the increase and diffusion of knowledge.

Factor 6. Personal Contacts Level 6-3; 60 points

Contacts are made with other staff in parks and central offices, members of other bureaus and offices engaged in the disposition of records and personal papers, and research scholars and educators. Public contacts include a wide range of researchers and inquirers, from members of the general public who are casual curious seekers of information to senior-nationally-known scholars with extensive, complex, and specialized research needs. Professional contacts include archivists, historians, curators, intellectual property lawyers, and other academic scholars, archivists, and museum professionals from other institutions in the United States and abroad. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of contacts within the park are to appraise, acquire, accession, and dispose of records and personal professional papers and to respond to park research and reference requirements. Contacts outside the park are to evaluate potential

accessions; to respond to inquiries for specific items of information; to assist research projects; to share professional experience in library and archives management; to maintain current information regarding archival work as it relates to the focus of the archival collection; to obtain information requisite for archival studies; and to train.

Factor 8. Physical Demands Level 8-2; 20 points

The work requires frequent retrieval of records and books from storage areas with some bending and lifting of cartons of papers (weighing up to 50 pounds). Operation of standard office equipment is required and some operation of motor vehicles. Work requires travel to various locations for the purpose of acquisitions and collection of materials to other NPS and non-NPS sites with archival and manuscript collections, and to training and professional meetings. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time.

Factor 9. Work Environment Level 9-1; 5 points

Most of the work is performed in the archives (and library) of park or central office. However, the position also requires performing work in the offices of other research bureaus, museums, national parks, public program offices, administrative offices, and other libraries and archives.

Total Points 2485

Resources Careers