

This GS-12 *Resources Careers* position description requires classification and original signatures on an OF-8 by the servicing personnel office. The watermark indicates that the position description is the optional position description that fits the *Resources Careers* GS-12 general evaluation statement.

NATIONAL PARK SERVICE BENCHMARK POSITION DESCRIPTION

Archivist
GS-1420-12

Introduction

This 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 depend on the incumbent for information on measures necessary to manage the archives, and if appropriate, the library.

Major Duties (80-100%)

Directs a complex program of archives activities that involve sensitive and complex issues that may impact a wide variety of park issues.

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.

Represents park on NPS regional task groups or similar organizations. Makes presentations at parks, public gatherings, and professional meetings.

Assists archival and other staff in parks, centers, and support offices by providing direct professional and programmatic advice and support.

Develops strategic plans, work plans, and 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.

Develops and implements long range plans for the inventory, evaluation, documentation, preservation, research, and interpretation of the archives and related resources within the appropriate mission, objectives, and resources contexts.

Develops guidelines to deal with the more complex or unusual problems, or with novel, undeveloped or controversial aspects of archives and their management.

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 contract 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 manages an 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 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 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.

In-depth knowledge of program management and administration of budget, contracts, and personnel.

Advanced knowledge of the principles of library science and its methods and techniques of automated information systems, if incumbent oversees the park library.

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 independently plans, designs, implements, and manages the program with a minimum of direct supervision. 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 resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. 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. Work produced is considered technically correct and is normally accepted without significant change.

Factor 3. Guidelines Level 3-4; 450 points

Guidelines laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Policies and precedents are applicable but are stated in general terms; guidelines are scarce or of limited use. Guidelines are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped or controversial aspects of archival resources management encountered at the field level. These kinds of situations occur when precedents or guides point toward conflicting decisions; recent court decisions or legislation may appear to require a technical decision at variance with existing guides; or there may be relatively few precedents or guides which are pertinent to specific methods; or proven methods are incomplete. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.

Factor 4. Complexity Level 4-5; 325 points

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

The incumbent must be able to exercise professional skills in archival research, evaluation, and writing. The incumbent is expected to take on a complex work

program of assignments in every functional area of the NPS archival and, as applicable, the library mission. It 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.

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 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 involve sensitive and complex archival issues that require solving problems concerned with novel, undeveloped or controversial aspects. The problems are difficult due to the abstract nature of the concepts, or the existence of serious conflicts among scientific requirements, program direction, and administrative requirements. These conditions create major areas of uncertainty in the decision-making process. Information collected must be reorganized, interpreted, and presented to reflect supportable hypotheses and themes. The incumbent must be able to examine separate subject areas to draw upon research and sources of several fields of archives.

The incumbent must be especially versatile and innovative in order to recognize new approaches, devise new or improved techniques or strategies for obtaining effective results, or to anticipate future trends and requirements. In addition, the person must be able to (1) exercise good professional judgement in ensuring the appropriate consideration of archival resources in the overall picture of park operations, development, interpretation, and resources management; (2) identify resources, evaluate their significance, develop management options that take into account all levels and areas of concern, and (3) prepare plans to preserve, conserve, mitigate impacts, and manage the resources.

Factor 5. Scope and Effect Level 5-4; 225 points

The purpose of the work is to plan and carry out programs and strategies to protect resources and resolve problems with solutions that achieve management objectives. The successful accomplishment of the duties of this position are crucial 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 establishing criteria, formulating projects, assessing program effectiveness or investigating or analyzing a variety of unusual conditions, problems or questions. The product or service affects a wide range of agency activities, major activities or issues, or the operation of other agencies or entities.

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 the NPS for historical accuracy. Must exhibit subject mastery, professional expertise, equitable service, and dedication to the increase and diffusion of knowledge.

The work influences the effectiveness or acceptability of agency goals and programs by program managers or specialists in outside agencies. Programs carried out by the incumbent directly affect the preservation or enhancement of the ecological integrity of park ecosystems and surrounding landscapes.

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 casually curious seekers of information to senior nationally recognized 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; and to obtain information requisite for archival studies.

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 the park. 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 2835



Resources Careers