

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. HISTORNE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description Historian-E	10. Division Logistics and Operations Support
5. Working Title (What the agency calls the position) Traveling Archivist	11. Section Archives of Michigan
6. Name and Position Code Description of Direct Supervisor GHERING, CYNTHIA A; HISTORIAN MANAGER-2	12. Unit Collections Services Unit
7. Name and Position Code Description of Second Level Supervisor HARVEY, MARK E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 702 W. Kalamazoo, Lansing, MI / 8:00 am to 5:00 pm; Monday - Friday

14. General Summary of Function/Purpose of Position

The traveling archivist works with local governments (county, city, townships, and villages) and local history organizations to identify, preserve, and facilitate public access to archival/historical records. This position participates in fieldwork and training across the state, with an emphasis on assisting communities in Michigan's northern Lower Peninsula, Upper Peninsula, and surrounding islands. The traveling archivist participates in the *Save Michigan History* program and contributes to the development of instructional training materials for the care, management, and transfer of archival collections. The position will assist in coordinating statewide workshops on emergency preparedness and disaster recovery and the development of a cohort of volunteer cultural heritage "first responders" across Michigan. This position is funded for two years through the Mellon Foundation.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

This position is a traveling archivist of Michigan with an emphasis on Northern Michigan.

Individual tasks related to the duty:

- Conduct virtual and onsite visits to local government offices and local history organizations to assess archival records. Driving to conduct on-site visits.
- Produce assessments reports including recommendations and next steps for improving the care and access of archival records
- Provide training and instructional resources to organizations on the identification, care, and disposition of public records.
- Prepare and coordinate the transfer of archival records to the Archives of Michigan or regional repositories
- Accession collections in the Archives' collection management system (ArchivesSpace)
- Inventory, survey, and gather information about organization's caring for local government records
- Implement, review, and recommend revisions to local government records retention schedules.
- Participate in the Archives' team meetings to coordinate ongoing work and improve workflows.

Duty 2

General Summary:

Percentage: 35

Coordinate statewide workshops on emergency preparedness and disaster recovery (three a year, taught by NEDCC staff) and develop a cohort of volunteer cultural heritage "first responders: across Michigan.

Individual tasks related to the duty:

- Arrange and coordinate three in-person NEDCC workshops per year, in central Lansing, Roscommon, and Marquette.
- Manage participant registrations, gather attendee feedback, and track regional participation.
- Initiate bi-annual newsletter for workshop participants using GovDelivery to manage contacts.
- Promote *Save Michigan History* services with relevant professional organizations and cultural heritage partners.
- Liaise with regional depository system (network of universities) in Northern Michigan.
- Develop and publish *Save Michigan History* content on the Archives of Michigan's website and social media channels.
- Support the *Save Michigan History* program's annual deliverables, participate in project meetings, and assist with annual grant reporting.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with other related Collections Services unit tasks.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Must understand how to work with state and municipal government offices and the public and handle complex interactions. This position conducts field work off-site and uses judgment in the assessment, organization, and transfer of archival materials.

17. Describe the types of decisions that require the supervisor's review.

Direction is provided and work is performed within general procedures and guidelines. Work is reviewed for accuracy. Variations to guidelines are authorized by the supervisor.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Office work with extended time on computer, viewing a monitor. Time is also spent in records storage areas, warehouses, basements or attics, or in the Archives of Michigan's high security stacks or work areas. Includes the potential for daily work around mold, dust or mildew. Moving, lifting, and loading boxes and volumes up to 40 pounds, standing, walking. Climbing pulpit ladders to reach 12-foot-high shelving. Work is sometimes conducted under pressure to meet Department/office deadlines. Includes traveling throughout the state to visit local government offices and local historical organizations and coordinate the in-person NEDCC workshops. There is also the aspect of driving in all kinds of weather and travel conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The traveling archivist works with local governments (county, city, townships, and villages) and local history organizations to identify, preserve, and facilitate public access to archival/historical records. This position participates in fieldwork and training across the state, with an emphasis on assisting communities in Michigan's northern Lower Peninsula, Upper Peninsula, and surrounding islands. The traveling archivist participates in the *Save Michigan History* program and contributes to the development of instructional training materials for the care, management, and transfer of archival collections. The position will assist in coordinating statewide workshops on emergency preparedness and disaster recovery and the development of a cohort of volunteer cultural heritage "first responders" across Michigan. This position is funded for two years through the Mellon Foundation. Driving in all kinds of weather and travel conditions.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

Per state law (MCL 399.811), the Archives of Michigan is responsible for the identification and permanent preservation of public records that document the state, government, and people. The Archives serves all three branches of government, the 20 state agencies and local government offices in 83 counties and over 1240 cities, townships, and villages across the state. This position is essential to meet the needs of state and local government offices and preserve the state's historical records.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in history, art history, museum studies, anthropology, American studies, architecture, architectural history, urban planning, library/information science, historic preservation, or archival management.

EXPERIENCE:

Historian 9

No specific type or amount is required.

Historian 10

One year of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian 9.

Historian P11

Two years of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian, including one year equivalent to an Historian 10; or, three years of professional experience recording, preserving, and presenting Michigan history, historical artifacts, records, and sites at a museum, historical site, archives, publication office, or historical site preservation office equivalent to a History Specialist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Detail-oriented, comfortable with evolving technology, must enjoy working with the public.

CERTIFICATES, LICENSES, REGISTRATIONS:

- The incumbent must possess a valid driver's license.
- Additional Michigan State Police background check is required.
- Archival Certification or degree specialization

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

2/3/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date