

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) NATURAL RESOURCES
4. Civil Service Position Code Description Historian-E	10. Division Michigan History Center
5. Working Title (What the agency calls the position) Visiting Archivist	11. Section ARCHIVES OF MICHIGAN
6. Name and Position Code Description of Direct Supervisor HARVEY, MARK E; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CLARK, SANDRA S; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 702 W. Kalamazoo Street, Lansing, MI 48933 / 40 hrs. week
14. General Summary of Function/Purpose of Position The Visiting Archivist is a federal-grant-funded position that works with institutions to consult and assist on the management and preservation of and access to historical records. The position is a component of the Save Michigan History program, an initiative of the Michigan State Historical Records Advisory Board. This position will work with at least three external records-holding institution to review policies and procedures, revise or create emergency management plans and make recommendations for projects to improve records access. This is a 100% grant funded position.	

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: 75

Perform specific tasks as they relate to the NHPRC Board Partnership Grant. This grant is designed to improve education and conduct assessments of records-holding institutions statewide.

Individual tasks related to the duty:

- Create and conduct assessments for a minimum of three local organizations
- Review, edit or create collection policies and procedures and emergency management plans
- Participates in promoting the Save Michigan History program including organizing and delivering the Basics of Archives workshop
- Write reports and correspondence.

Duty 2

General Summary:

Percentage: 20

Assist with surveys and other information gathering for local government public records.

Individual tasks related to the duty:

- Create a survey tool to inventory local government records held across the state.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

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

This position will use professional judgment in the organization, classification, and arrangement of archival materials. This type of work has a direct effect on how easily the public accesses the material

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. Acceptable variations to typing or input data assignments are learned with experience.

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.

Must not be allergic to mold, dust, or mildew. Must be able to lift 40 lbs.

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?

To serve as a grant-funded project worker for the Archives. A thorough understanding of archival principles is needed to conduct assessments, develop plans, and write reports and correspondence.

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

This is a new grant-funded position.

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

The function of the archives is to select, preserve and make available for research the records of organizations and individuals in the state of Michigan.

This position will focus on helping local organizations (governments, libraries, historical societies) perform these functions for the archival records that they hold.

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.

Preferred:

Some familiarity with government archives preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must enjoy working with the public in person and by telephone.
- Knowledge of professional archival techniques, processes, and procedures
- Ability to help others understand and value best practices in management of archival materials and teach those practice

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

MAGDALENA THUMSER

4/21/2022

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