

DIRECTOR, ARCHIVES AND HISTORY

Nature of Work: Under administrative direction, administers the programs and services of the Archives and History section of the Division of Culture and History. The Director of Archives and History is responsible for the collection and preservation of historic materials and official state records and for the publication of the state historic journal, West Virginia History. The employee directs the Culture and History Library which provides reference services for the general public and State Government. Performs related work as required.

Examples of Work

- Directs the operation of the Archives and History Section.
 - Develops Archives and History policies, guidelines, budget and contracts.
- Directs the collection and preservation of historic documents and artifacts.
- Supervises Archives staff in appraising, acquiring, cataloging and preserving historical collections which include photographs, manuscripts, maps and records.
- Oversees Culture and History Library staff in acquiring, cataloging and preserving published materials and in their reference service to the public.
- Manages the publication of West Virginia History. Organizes and oversees the editorial work and the editorial advisory board. Solicits articles and book reviews to be printed in West Virginia History. Prepares and assists in the preparation of book notes, book reviews, special features, index and illustrations. Oversees printing, marketing and promotion of the journal.
- Identifies historical materials to be acquired for the State Archives. Works with donors and potential donors to build museum collections.
- Oversees and assists in historical research of collections for museum exhibits. Assists with historical site interpretation.
- Provides technical assistance and professional expertise to historical, genealogical and archives preservation groups. Serves as an advisor through conducting workshops and as a program presenter.
- Appraises state records and reviews agency records and retention schedules to identify those documents having permanent historical, legal or administrative value for the State Archives. Serves as coordinator for State Historical Records Advisory Board and for the Federal National Historical Publication and Records Commission records and grants programs.

DIRECTOR, ARCHIVES AND HISTORY**Examples of Work (cont'd)**

Serves as secretary to the Archives and History Commissioner. Arranges meetings for Commission. Responds to written and verbal requests for information; prepares official minutes and reports.

Manages Historical Marker Program. Processes applications and researches and validates historical information on the site to be marked. Writes inscriptions and orders and purchases markers. Coordinates installation with Division of Highways. Promotes program to obtain private sponsorship. Directs, co-manages and/or participates in special historical or collections projects.

Knowledge, Skills and Abilities

Knowledge of theory, principles and techniques of archival and historical records administration.

Knowledge of the principles and practices used in the collecting and administering public records.

Knowledge of laws and regulations pertaining to public records.

Knowledge of archival research techniques and procedures.

Knowledge of West Virginia history and its relationship to United States history.

Skill in writing and editing.

Skill in communications and the establishment and maintenance of public relations.

Ability to research and write about historic topics.

Ability to monitor the acquisition, processing, storage and referencing of materials and artifacts.

Ability to lead the staff and organize work for the State Museum, Archives and History Library, Highway Marker Program and manage publication of West Virginia History.

Minimum Qualifications

Training: Master's degree in history.

Experience: Four years of full-time or equivalent part-time paid professional experience in the acquisition, processing, storage and referencing of archival material and artifacts, two years of which must have been in an administrative capacity.

Established: 7/16/92

Effective: 6/1/93