

**Office of the Secretary
District of Columbia**

Information *Overview* for the Position of:
**Electronic Archivist;
Office of Public Records**

To apply go to **Employment Opportunities** at www.dchr.dc.gov and search: "Electronic Archivist" For overview info contact Bill.Zybach@dc.gov 202-641-5144

Challenges and Opportunities

1. Support the District's chief Records Manager and stakeholders in the redesign and deployment of new approaches, policies, procedures, and guidelines for electronic content in across government agencies as a key member of the District's Office of Public Records
2. Under the direction of the chief Records Manager, collaboratively initiate and develop a new strategy with District stakeholders to manage electronic record and archival content through its' entire lifecycle.
3. Deploy and maintain the District's new taxonomy and business rules framework for digital content (In February 2009, the District completed the development of the first government-wide taxonomy and business rules framework).
4. Co-create and maintain the District's documented record repositories and inventories (the "what" and "where" of the District's digital content)
5. Develop new business strategies that engage stakeholders, respect current fiscal and resource realities, and think out-of-the-box by benchmarking best practices, and creating new approaches that meet the enterprise content management digital requirements for the District in the 21st century.

Key considerations in addressing these opportunities and challenges

Support the Records Administrator in the role of *Business* Lead for Enterprise Content Management (called Electronic Document Management in the District) on behalf of the Secretary of the District and Mayor. This includes the continued development, implementation, assessment and maintenance of the District's Enterprise Content Management Program. Collaborate with the Office of the Chief Technology Officer (OCTO) in its role as the *Technology* Lead for Enterprise Content Management. Partner to plan, implement, and oversee the systems and processes required for the manage digital media through it's business, legal and historical life-cycle.

Develop new collaborative networking partnerships with the District Agencies, their records administrators, business leaders and employees, as the shift of the responsibility for managing the lifecycle of business, legal, and historically valuable information moves from records specialists to business users.

Leverage various state, agency or National Archives and Records Administration (NARA) best practices for modernizing and streamlining electronic record management, retention schedules, and archiving.

Manage and maintain the District's taxonomy, and assist OCTO and the Agencies in deploying the taxonomy and metadata schema to encode descriptive data on all District of Columbia Government documents, including development of metadata tags for enhanced retrieval of official documents.

General knowledge, skills, and abilities

- Enterprise Content Management (ECM)
- General Records Management
- Archival Management
- Experience in both paper and electronic content/records management and archiving.
- Understanding of document imaging issues, scanning for business use, as well as document preservation
- Knowledge of accepted national standards, regulations and rules that govern public sector records management and archival management.
- Customer service experience/orientation and commitment to a culture of collaboration and teamwork, accountability, and performance.
- Effective verbal and written communication at all levels from District and Federal executives to staff, customers and stakeholders.

Governance

Develops and maintains close personal contact with internal staff as well as external agencies and stakeholders. Collaboration with agency heads and staff is required. Contact includes developing sources of business funding and support, providing training, developing and deploying policy, procedures and technical guidance, and performing liaison duties with agencies and communities of interest.

Other Considerations

It is desirable for candidates to have ALA-accredited master's degree in library or information science, master's degree in archival and/or records administration, enterprise content management certificates, or equivalent education or experience.

Background

On March 2nd, 2008, the District of Columbia initiated a six-month "business process innovations" project of the Office of Public Records in the Office of the Secretary, Executive Office of the Mayor. The current business model and strategy was developed in 1987 and has not been changed significantly since then. However, a number of studies and analyses over the last decade have all indicated the need to rethink the District's records and archiving practices. The District's methods of conducting business have also significantly shifted over the past 30 years. The most critical change is the exponential increase in the use of digital media to conduct business. The District's records program, like many other state records and archive programs, has not been able to keep pace with

customer business needs in either paper or electronic document management. That and other factors also have contributed to and been exacerbated by a reduction in resources in the Office of Public Records, and that decline in resources has been compounded by simultaneous reduction in records management resources in District Agencies. These changes have contributed to the obsolescence of the old business model and are part of the impetus to create a new model for managing both digital and paper records and archives. This then is both a time of challenge and opportunity for OPR and the District.

Given this context, and as District enters the close of the first decade of the 21st century, the District Secretary and stakeholders have determined that it time to develop a new strategy through a collaborative process with the various stakeholders. It is also time to bring new leadership that will create and deploy a stakeholder driven strategy, an innovative resource model, collaborative governance, and a business approach that addresses current and future functional, business, and stakeholders requirements.

The District Secretary is taking two key steps to refocusing the Office of Public Records. First is a program review and the second is recruiting two key leadership positions.

The first step is a six month program review being conducted by the Business Process Innovations group of the District's technology office. It has begun by engaging internal stakeholders to develop a commonly held view of the "as is" business environment and address tactical issues. The review will then engage both internal and external stakeholders to develop a new strategy and business model that will close the gap between current practices, and what is required and can be resourced by stakeholders. There is also an expectation that current resource constraints will be addressed through a new non-traditional collaborative organizational design and an innovative funding model.

The second key step to refocus the Office of Publics records is to hire two key positions that will assist in the transformation of the organization; the chief District Records Manager (Referred to as Records Administrator in the District) which is currently vacant, and a new position called an Electronic Archivist (who will report to the District Records Administrator). In addition to these two positions, there are two archivists, a records administrator and a staff position that make up the balance of the OPR team.

The successful candidates will collaborate on the program review, assist in engaging stakeholder in the co-creation of an operational strategy, and then take the lead under the direction of the District Secretary, to reinventing the District's records management and archival programs by deploying the new business model that comes out of the engagement process. Deployment includes alignment and implementation of governance, policies, procedures and guidelines to sustain an effective program for the Office of Public Records by meeting requirements of its primary customers in District agencies, the public and stakeholders.