

## District of Columbia Job Description

**Job Title:** ARCHIVIST

**Location:** Washington DC, Office of the Secretary, Office of Public Records

**Reference:** 12805

### General Job Information

Pay Plan, Series & Grade: CS-1420-12

Salary Range: \$62,499 - \$79,959 (Annually)

Closing Date: Open Until Filled

First Screening Date: March 27, 2009

Tour of Duty: 8:30 AM to 5:00 PM, Monday - Friday

Area of Consideration: Open to the Public

Promotion Potential: NONE

Number of Vacancies: One (1)

Agency: Office of Public Records

Duration of Appointment: Permanent

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Opening Date: March 13, 2009

### Duties

**Brief Description of Duties:** Incumbent serves as Chief Archivist for Electronic Content, and is responsible for developing, organizing, and implementing comprehensive Archives and Records Management programs to collect, store, manage, and archive electronically the records of the District of Columbia Government. Incumbent is charged with working closely with the Office of the Chief Technology Officer (OCTO) to plan, implement, and oversee the systems and processes required for the preservation of born-digital and digitally reformatted documents, files, and databases throughout the Government of the District of Columbia; and to take the lead on the continued development, implementation, assessment and maintenance of the District's Electronic Content Management System.

### Qualifications

**Basic Requirements:** One (1) year of Specialized Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of position to be filled.

**Selective Placement Factor(s):** Master's Degree

**Education Requirement:** Candidates must have American Library Association (ALA)-Accredited masters degree in library and information science, masters degree in archival administration or equivalent education or experience. Specialization in Archives Management preferred.

**Specialized Experience:** To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

### Ranking Factors

**Submission of Ranking Factors:** The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by

either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

**Ranking Factor #1:** Ability to innovate, strategize, manage change, and engage internal and external stakeholders in the co-creation and implementation of a new vision, strategy, goals and objectives, as well as ability to develop a culture that fosters organizational effectiveness, with limited resources. Skill in working in a rapidly changing environment while addressing both day to day operational responsibilities as well as strategic demands.

**Ranking Factor #2:** Knowledge of the principles and skills in the management of digital/electronic information throughout its lifecycle (from its inception or capture to its destruction or permanent archiving in a virtual/digital environment). Knowledge of digital imaging issues, scanning for business, legal, or historical preservation and retrieval.

**Ranking Factor #3:** Knowledge of taxonomies and business rules related to digital/electronic document management. Skills in developing, managing or maintaining: classification or categorization schema; meta-data systems; records repositories and inventories.

**Ranking Factor #4:** Customer orientation, collaboration and team-based skills. Ability to work across organizational boundaries to accomplish tasks as well as a willingness to play various roles on a team to support and be supported in order to accomplish mission objectives.

**Ranking Factor #5:** Ability to effectively communicate in different ways to different audiences including the public, front line employees, and management.

### **Priority Consideration**

**Displaced Employee Priority Placement:** Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

### **Residency Requirement**

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

### **Information to Applicants**

**Veterans Preference:** Applicants claiming veterans preference must submit official proof at the time of application.

**Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**Other Information:** This position is located at 1300 Naylor Court, N.W., Washington, DC 20001

## **How to Apply**

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job application or online job application is required to be submitted.

Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

## **Closing Statement**

Job Offers: Official Job Offers are made by the Department of Human Resources Only.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.