

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1276

**TITLE:** COUNTY ARCHIVIST

**GRADE:** S-26

**DEFINITION:**

Under direction, to be responsible for the development and implementation of systematic archives, records, and micrographics, which will effectively and efficiently serve all County agencies, boards, commissions, authorities, committees, and councils, both appointed and elected; and to do related work as required.

**TYPICAL TASKS:**

Supervises the work of County Archives and Records and Micrographics personnel in the appraisal, transfer, storage, retrieval, retention, and disposition of agency records;  
Initiates records seminars, surveys, and retention schedule development with agencies;  
Certifies the destruction of agency records as authorized;  
Conducts records management audits for agencies to enforce existing schedules and identify surplus filing equipment for budgetary purposes;  
Participates in the development of manuals, handbooks, and guidelines which provide technical assistance in the enforcement of mandated records disposition standards, and micrographics;  
appraises records in reviewing retention schedules developed with agencies for their historical, administrative, fiscal, and legal values;  
Furnishes formal and informal training for agencies in records management and micrographics, reviews and recommends agency micrographics applications in compliance with existing schedules;  
Establishes and implements general production policies for an efficient and effective micrographics function;  
Confers with federal, state, and agency representatives in the application of records retention standards;  
Prepares fiscal year budgets for the Archives and Micrographics cost centers;  
Prepares special studies as appropriate;  
Interviews new employees.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, methods, and practices of records management;  
Considerable knowledge of federal, state and local standards as they affect public records;  
Considerable knowledge of micrographics principles, equipment, applications, and management;  
Ability to appraise records for historical, administrative, fiscal, and legal value;  
Ability to conduct effective records seminars, surveys, and audits;  
Ability to develop and implement comprehensive retention and disposition schedules;  
Ability to develop technical manuals, handbooks, guidelines, and special reports;  
Ability to establish and maintain good working relationships with others.

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Page 2

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major course work in American history, American studies, library science, or a related field; plus six years of progressively responsible experience in records appraisal, cataloging and management, and public records and micrographics applications. Two years of the required experience should be in a supervisory or managerial capacity. Graduate coursework is highly desirable.

ESTABLISHED: June 18, 1984

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