

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>City Archivist</b>	<b>Class Code:</b>	<b>43001</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>J</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Preserve and maintain the non-current records of the City of Dallas that contain information of historic, financial, or administrative value.

**Essential Functions:**

1. Establishes archival procedures and maintains control over City records of historic, financial, or administrative value.
2. Selects records, a process that requires an understanding of the historical context in which the records were created, the uses for which they were intended, and their relationships to other sources.
3. Arranges and describes the records, in accordance with accepted standards and practices;
4. Ensures the long-term preservation of collections.
5. Assists researchers in locating appropriate City records.
6. Advises City departments in the preservation and maintenance of permanently valuable records remaining in the custody of the department.
7. Provide reproductions of City of Dallas Archives images for use in publications and exhibitions.
8. Fabricate and plan exhibits on City of Dallas related subjects.
9. Stays current with laws, regulations, and techniques involved in archival work.
10. Regular, reliable and punctual attendance is an essential function of the job

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of methods, techniques, and practices of preserving paper, photographs, films, video and sound recordings, computer tapes, and video and optical disks, and other manuscripts

Knowledge of archival profession.

Knowledge of records management.

Ability to organize and manage the preservation of records of enduring value.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees, and the general public.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.