



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARCHIVES AND RECORDS ADMINISTRATOR

Job Number: 20001063

Job Code: 50480V251016

Job Group: 5000 - LIBRARIES

Job Established: 08/01/1984

Job Revised: 10/16/2025

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a records administrator providing consultative services to state government agencies, local government agencies, and/or special purpose governmental entities (SPGEs) on the management, preservation, and accessibility of records and archival material; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in library science, history, public administration, social science or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of professional experience in records management or professional archival experience in one or more of the following areas: reference, appraisal, accessioning, description, preservation, or the arrangement of documents.

Substitute EDUCATION for EXPERIENCE:

Graduate Certificate in Archival Studies or Archives Management will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional professional records management or professional archival experience in one of the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides consultative services to assigned state government, local government, or special purposes governmental entities (SPGEs) regarding their records management program. Disseminates technical information relating to the regulations, policies, and rules governing the retention and disposition of public records and ensures compliance. Accessions, appraises, arranges, and describes historical public records and supervises the evaluation and preparation of records to be transferred to the State Records Center, State Archives Center, or the Kentucky State Digital Archives for storage. Attends meetings with state employees and local government officials to advise in the scheduling and planning of the disposition of their records. Plans, develops, and conducts archival and records management workshops. Promotes statewide use of established electronic records guidelines, policies, and technology standards. Acts as a liaison between the agency and records officers, mayors, county judge executives, area development district directors, Information Technology staff, and other officials to facilitate changes/updates to their internal record keeping process. Applies and interprets regulations, policies, and rules relating to the retention and disposition of records. Monitors the compliance of state agencies and/or local government agencies with Kentucky statutes and administrative regulations and retention schedules affecting the management of public records. Writes professional and administrative reports and assists in the development and implementation of policies and procedures. Completes and updates record surveys of local government/SPGEs or records inventories of state agencies. Analyzes electronic record keeping systems through the records retention scheduling and system description process. Consults with state agencies' records officers and/or local government/SPGE officials/staff for consensus with records scheduling and updates. Presents retention updates to advisory committees and commission. Chairs or administers work on a subcommittee related to the Commission. Monitors grant project activities, reviews bi-annual project status and financial expenditure reports. Presents proposed grant projects for funding approval. Approves state agencies and/or local government agency/SPGE destruction certificates. Provides emergency disaster response and mitigation assistance for records for state and local government agencies.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.