

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Stadium Authority Archivist II
Position Number: 104861
Department: Business, Economic Development and Tourism
Division (Attached Agency): Stadium Authority
Branch: Office of the Manager
Section: N/A
Unit: N/A
Geographic Location: Halawa, Oahu

II. INTRODUCTION

The Stadium Authority is an agency administratively attached to the Department of Business, Economic Development, & Tourism (DBEDT). Its mission is to meet the challenge of providing a first-class arena for large spectator events; nourishing the competitive spirit of achievement in Hawaii's youth through participation in sporting and other special events; and ensuring that the facility exemplifies Hawaii's and the Stadium Authority's commitment to quality, safety, and customer service.

The function of the Office of the Manager is to plan, organize, direct, coordinate, and control the operations and maintenance of the stadium in accordance with policies, priorities, procedures, and instructions of the Stadium Authority. In addition, to ensure that the facility is fully utilized as a large spectator entertainment venue.

The Stadium Authority Archivist position is a part-time, intermittent position located in the Office of the Manager and will be under the direct supervision of the Community Relations and Communications Specialist, Position No. 107519. The essential functions of this position are to 1) appraise, arrange, and describe government records and/or private collections; 2) provide reference service to the public, government agencies, and other researchers; 3) collect, index, store and make accessible digital data of archival/historical value.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Appraisal, Arrangement and Description 60%

1. Appraises, arranges and describes records of the Stadium Authority [1] [2].
2. Analyzes the intellectual content of the records, identifies series, describes the physical condition of the records, and develops processing plan [1] [2].
3. Implements the approved processing plan which includes instructing the Secretary on preparing container lists, labeling and boxing the records, reviewing their work for completeness [1] [2]. As the final step in processing,

develops a finding aid or descriptive inventory of the records, which includes an agency history or biographical summary, an overview of the records, series descriptions identifying the scope and content of the records, and a container list [1] [2].

4. Addresses digital preservation issues and ensures that digital materials have appropriate metadata attached to facilitate long-term availability of the digital record [1] [2].

B. Reference 35%

1. Promotes the use of the collections that are compatible with institutional policies relating to access and preservation requirements, legal consideration and private donor agreements [1] [2].
2. Conducts general orientations and presentations in area of specialization [1] [2].
3. Follows trends in researchers' interests and recommends changes in institutional priorities, policies and procedures as necessary [1] [2].

C. Miscellaneous 5%

1. Attends meetings and performs related duties as required or assigned [1] [2].

100%

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

dealing with unforeseen complications. Ability to work collaboratively inside and outside the archives, maintain good working relations with other employees, government agencies, and the public. Effectively communicate, both orally and in writing. Experience with web-based content-coordination, production and HTML; ability to use basic Office software applications. Ability to climb a 5-step ladder. Ability to safely lift and carry loads weighing up to 50 pounds, unassisted.

C. Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree which included twelve (12) semester credit hours in one or a combination of the following: history, political science, or public administration.

Excess work experience as described under Specialized Experience, or any other responsible administrative, professional, or analytical work experience, which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with coursework in the fields of study indicated above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope and level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex material; and solve complex problems logically and systematically.

D. Experience:

Specialized Experience: Minimum of six months' of progressively responsible experience in one or a combination of the following fields –

- a) Professional archival work experience dealing with non-current public records, documents, and historical records.
- b) Professional library work experience maintaining an efficient reference service dealing with the fields of history, government documents and records, political science, public administration, or law.
- c) Progressively responsible experience formulating, installing, revising, or supervising a system of governmental records management. Governmental records management is concerned with the efficient and economical development of active records to meet the current operating needs of a governmental agency or organization.

E. Required Licenses, Certificates, etc.:

None.

F. Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in history, political science, library science or public administration may be

substituted for one (1) year of the Specialized Experience and for the Basic Education Requirement.

2. Possession of a law degree (JD) from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialize accrediting body), may be substituted for one (1) year of the Specialized Experience and for the Basic Education Requirement.
3. Other combinations of education and/or experience may be allowed, subject to review and acceptance by the Director and/or designee.

VI. DESIRABLE QUALIFICATIONS

Refer to Minimum Qualifications.

VII. TOOLS, EQUIPMENT & MACHINES

Personal computer and peripheral equipment, software, calculator, telephone, scanner, copying machine, facsimile machine, and other related office machines, equipment, and tools.

VIII. WORKING CONDITIONS – SEE SUPPLEMENT TO POSITION DESCRIPTION

See Attached.

¹ Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered “emergency workers” and shall perform functions as determined by their respective state or county department director during emergencies or disasters.