

15CO0026
COUNTY ARCHIVIST
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If more than five (5) qualified applications are received, the Questionnaire will be scored, and the score will be used to rank the qualified applicants on the eligible register and tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department **no later than 5 PM, March 30, 2015.**

NAME: (Print) _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBERS: _____ **HOME:** _____ **CELL:** _____

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets are accurate and complete to the best of my knowledge and belief.

1) Do you possess a Master's degree in history, political science, government, library science, public administration, or a closely related field?

- Yes
 No

If yes, indicate type of degree. If no, indicate "N/A."

2) Have you successfully completed at least two graduate courses in archival administration?

- Yes
 No

3) Do you have at least two years of professional-level experience in archival work or records management?

- Yes
 No

Name of Employer:

Dates of Employment (From: To:)

4) Describe in detail your experience with archival work. If you have helped to develop an archival program or administer an archive, describe your participation in that process. If not, indicate whether your archival experience is primarily professional, technical, or clerical. Include in your response the following:

-What type of records/materials did your archives hold? Why did they have archival value? Did you appraise records for potential inclusion in the archives or play a role in deciding which records/materials the archives would accession? What laws, standards, policies, or guidelines governed those decisions?

-What principles, standards, and techniques are involved in processing

and cataloging archival records/materials? Describe how you carried out such work.

-What issues are involved in properly storing, preserving, and providing security for archival records? Describe your experience in each of these areas.

Name of Employer:

Dates of Employment (From: To:)

5) Describe your experience in working with the supplies, equipment, and computer applications needed to perform archival work. Have you ever:

-Obtained and/or utilized archival storage equipment, containers, and supplies? Describe these materials and how you employed them.

-Obtained and/or utilized environmental monitoring/control equipment/supplies? Explain their purpose and your procedures for employing them.

-Cataloged and/or created finding aids for archival materials? What principles or guidelines did you follow, and what computer software applications did you use?

-Placed records and/or finding aids online? What specific document imaging and storage management equipment have you utilized for records? What computer software applications for records management have you utilized?

Name of Employer:

Dates of Employment (From: To:)

6) If your archives provided records management services to other agencies, describe your experience with implementing records retention schedules. Describe your experience addressing the following issues in your response:

-What laws, standards, and guidelines apply to maintaining government records and disposing of those that are outdated? What sources provide records retention information to government agencies? What types of records tend to be permanent? What factors determine how long non-permanent records must be kept?

-If an archives provides records disposition services for other agency departments or divisions, how did you coordinate and manage such a program? Describe your procedures in detail.

Name of Employer:

Dates of Employment (From: To:)

7) Describe your experience with providing access to archival records, both for agency staff and for the public, and with assisting researchers at the archives. Describe your level of experience and address the following issues in your response, providing examples:

-What factors determine whether government records are open to public inspection? What kinds of records, or record information, tend to be restricted? How did you, deal with researchers' requests for access to

restricted records?

-What procedures did you follow to ensure that its records remain accessible but are protected from loss, theft, or damage during public use?

-What possible conflicts did arise in providing both agency staff and the public with access to archival records? How did you try to resolve them?

Name of Employer:

Dates of Employment (From: To:)