



CITY COUNCIL AGENDA REPORT

Meeting Date: 2/7/2019

From: Maria Saguisag-Sid, Principal HR Analyst

Subject: Approval of Resolution 2019-02 adding History Project Assistant to Classification Specifications Manual

Community Goal/Result

Community Building – providing resources to keep the community members connected with their community's history.

Purpose

Ensure the City is able to capture the video history of Brisbane so it is available on the internet as well as ensuring the transcriptions of the videos are accurate. Additionally, to provide staff time to for the maintenance and growth of the City Archives and to use the archives to provide interesting displays in the new History Room at the Library.

Recommendation

Adopt Resolution 2019-02

Background

On October 4, 2018, staff updated the Council on the Citizens' History Committee's activities. Part of the discussion included a request to provide staff support to the committee to work on the video and digitization project, as well as maintenance of the current archives. Council agreed to provide staff support and approved expending the funds.

In preparation of the recruitment, staff reviewed the current job classifications and recommended filling the position with the Archive Assistant.

Discussion

In collaboration with the Administrative Services Director and the Citizens' History Committee, staff has created the attached job classification. The Committee recommends updating the title from Archive Assistant to History Project Assistant, to encompass the wider range of responsibilities that the position would have. At this time, staff is recommending approving the new classification specifications with the new title so that staff can initiate a recruitment for the part-time position.

Fiscal Impact

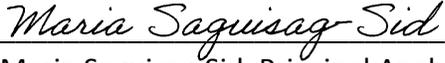
No additional fiscal impact as funds are currently budgeted.

Measure of Success

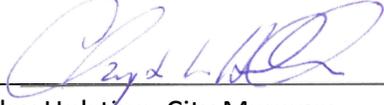
The City's video project can be completed in a 2-3 year timeframe, as well as the History Room in the Library has presentation material available for patrons.

Attachments

1. Resolution 2019-02



Maria Saguisag-Sid, Principal Analyst



Clay Holstine, City Manager

RESOLUTION 2019-02

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO INCLUDE THE CLASSIFICATION OF
HISTORY PROJECT ASSISTANT
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit “A” of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for a formal classification for the existing Archive Assistant position in order to recruit staff support for the Citizens’ History Committee; and

WHEREAS, the City Manager approved the recommendation from the Principal Analyst to update the classification title from Archive Assistant to History Project Assistant, to encompass the added range of responsibilities; and

WHEREAS, the classification of History Project Assistant was developed in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly developed class description for History Project Assistant meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of History Project Assistant in Exhibit “A” is approved for inclusion in the Class Specification Manual in place of the Archive Assistant.

MADISON DAVIS
Mayor

I hereby certify that the foregoing Resolution No 2019-02 was duly and regularly adopted at a regular meeting of the Brisbane City Council on February 7, 2019, by the following vote:

AYES:
NOES:
ABSENT:

INGRID PADILLA
City Clerk

**RESOLUTION 2019-02
EXHIBIT "A"**

CITY OF BRISBANE

HISTORY PROJECT ASSISTANT

Definition

Under the general supervision of the Administrative Services Director, the History Project Assistant provides administrative support to the Citizens' History Committee members and staff representative; responsible for the management of cataloguing, editing, preserving, and maintaining permanent records and historically valuable documents; implement policies and procedures with regard to processing, documenting, and accessing archived information and materials; in coordination with the committee, will facilitate various projects including the city's video and oral history, coordination of the history room at the library and managing research on historical events and people; coordinates work with the Peninsula Library staff on the Brisbane Library's History Room and History Project.

Example of Duties (Illustrative Only)

- Preserve and maintain historically valuable documents and objects, and acquire new materials
- Assist in the design, planning, installation, and maintenance of artifacts
- Create and maintain archived records in a computer database
- Provide access and assistance to the public and respond to information inquiries
- Serve as liaison on the Citizen's History Committee and coordinate meetings on a regular basis
- Assists with tours, programs, and activities
- Assist in training interns, students, staff, and volunteers
- Prepare budgets, proposals, contracts and grants
- Facilitate project scope for oral and video history, including identifying topics, scheduling interviews, contracting videographers, reviewing post production end product and reviewing transcripts for accuracy.

Qualifications

Knowledge of: Archiving principles, accession and cataloging protocols for artifacts, documents and pictures. Governmental regulations and legal requirements related to archives. Knowledge of industry standards and trends. Standards relevant to public art enrichment programs and activities.

Ability to: Perform management and administrative functions. Communicate effectively, orally and in writing with staff, community, trustees, vendors and others. Ability to carry out independent research. Technically proficient in database and records management systems. Able to prioritize and organize multiple projects and assignments in a methodical manner.

Education and Experience: *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

A Bachelor degree from an accredited college or university in Anthropology, History, Museum Science, Library Science or related field. One to two years full-time experience working in archives management, preservation or other historical society related experience. Experience working in digitalized records management and professional archives management software.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

License: Specified positions may require a valid California class C driver's license and a satisfactory driving record.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.