

Mississippi Department of Archives and History  
Archives and Records Services Division  
Historic Resources Specialist III (Government Records)

Starting annual salary: \$ 36,300.00plus benefits

Deadline for receiving applications: January 30, 2015

*To apply for this position online, please go to the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov) and submit an e-application. If you need more information about the application process please contact 601/576-6866.*

The Mississippi Department of Archives and History (MDAH) seeks a historic resources specialist III to serve in the Government Records Section, in the Archives and Records Services Division. The primary responsibilities of the incumbent will be (1) to provide training to state and local governments; (2) to lead and/or assist with special projects for improved management of records; and (3) to implement programs of the government records section according to public records laws and other federal and state laws, rules, and regulations. The incumbent will accomplish the goals by engaging in the following activities:

- Prepare and deliver training in records management (including born-digital) and emergency preparedness and recovery, and other programs and outreach activities to state agencies and local officials;
- Research and develop records control schedules;
- Provide records management guidance and consultation to state agencies;
- Manage the off-site lease program for state agencies;
- Facilitate enhancements in MDAH databases and applications;
- Market services and programs relating to government records;
- Develop and implement policies and plans to increase services and efficiencies;
- Identify, plan, and implement special projects that will enhance the management of and access to state government records.

As a member of the Government Records section, the incumbent may work on projects individually or as part of a team.

**Education and experience must meet one of the following criteria:**

- A Master's Degree from an accredited four-year college or university in history, library science, or a related field; and one (1) year of experience related to the above described duties.
- A Bachelor's Degree from an accredited four-year college or university in history, library science, or a related field; and two (2) years of experience related to the above-described duties.

**Preferred qualifications** include the following: Demonstrated familiarity with current records management and archival theory, methods, and practice; knowledge of Mississippi history and government; excellent time management, and written and oral communication skills; demonstrated organizational and analytical abilities; knowledge of Word, Excel, SQL, and PowerPoint; ability to carry out detail-oriented projects; a willingness to work with dirty records; the ability to lift and carry boxes weighing up to 40 pounds; the ability to work effectively both independently and as a team member. **Overnight travel and a valid driver's license will be required.**

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