

Mississippi Department of Archives and History

Archives and Records Services Division
Historic Resources Specialist Lead

Starting annual salary \$45,000.00 plus benefits
Deadline for receiving applications: August 28, 2015

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application, or call 601-576-6866 for more information.

The Archives and Records Services Division, Mississippi Department of Archives and History seeks an innovative, experienced professional to lead the acquisition, arrangement, description, cataloging, and preservation of collections comprising personal papers, organizational records, and photographs. The incumbent will coordinate collection development activities and be the primary liaison with donors throughout the state, developing relationships, leading specialized acquisitions projects, preparing and administering legal documents relating to acquisitions and access restrictions, and managing collections acquisition and accessioning. The incumbent will coordinate appraisal, arrangement, description, cataloging, and preservation activities of specialized staff working with manuscripts and photographs, and work with Reference Services to encourage collections access and use. Administrative responsibilities will include development of policies and procedures, coordination of purchasing, grant writing and project management, volunteer and intern recruitment and oversight, and staff hiring, supervision and training for these units. The incumbent will serve on the division management team. Some overnight travel and public presentations will be required. Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; and occasional Saturday reference work, 8:00 a.m.-1:00 p.m. as scheduled (6-8 per year).

Education and experience must meet one of the following criteria:

- Master's Degree from an accredited four-year college or university in library/information management, history, or directly related field and three (3) years of experience related to the above described duties.
- Bachelor's Degree from an accredited four-year college or university in library/information management, history, or directly related field and four (4) years of experience related to the above described duties.

Preferred qualifications include: Graduate coursework in archival management; demonstrated knowledge of current archival methods and practice, including MPLP, DACS, MARC21, and Dublin Core metadata standards; collection development, appraisal, and preservation experience; knowledge of Mississippi history and government; supervisory, project management, and administrative experience; strong interpersonal, communication, and time management skills; experience providing oral presentations; knowledge of MS Word, Excel and SQL; ability to work effectively both independently and as a team member; ability to lift and carry boxes weighing up to 40 pounds; a willingness to work with dirty materials.

Founded in 1902, the Mississippi Department of Archives and History is a comprehensive historical agency that collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. The Archives' non-circulating collection, dating from the sixteenth century to the present, is the largest publicly accessible body of government, manuscript, print, audio visual and electronic materials relating to the state and attracts researchers world-wide. Holdings include more than 56 TB of born-digital and digitized materials; 43,000 cubic feet of state records and collections, 134,000 published items; and 113,600 reels of microfilm. MDAH is based in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.