

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division

Historic Resources Specialist II, Local Government Records
Time-Limited
Starting annual salary: \$ 32,400 plus benefits

Deadline for receiving applications: April 30, 2014

To apply for this position online, please go to the Mississippi State Personnel Board at 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 seeks a dynamic, well organized individual to fill a three-year position in the Local Government Records Office, Archives and Records Services Division. The primary responsibilities will be (1) to manage multiple records digitization projects and help plan a collaborative statewide records digitization program; (2) to provide onsite consultations and develop guidelines for local officials on records management, preservation, and disaster preparedness and response; and (3) to help increase the active participation of municipal and county governments in the local government records management program. These goals will be accomplished through presentations, onsite consultations, and outreach activities; some overnight travel will be involved. As a member of the Government Records section, the incumbent will work closely with the Local Government Records officer, may work individually or as part of a team, and will report to the director of Government Records.

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/information science, or a related field.
- A Bachelor'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.

Preferred qualifications include the following: Demonstrated familiarity with archival management, digitization, preservation, disaster response, and records management theory and practices; excellent written and oral communication skills; demonstrated project management, organizational and analytical abilities; knowledge of Mississippi history and government; knowledge of MS Word, Excel, and Power point; a willingness to work with dirty records and the ability to lift and carry boxes weighing up to 40 pounds; capability to work effectively both independently and as a team member; the ability to travel throughout the state on day and overnight trips.

Established in 1996, the Local Government Records Office has statutory authority over municipal and county records, and is responsible for program promotion, assistance, training, creation of records control schedules, and guidance to local officials regarding records management. One of the few comprehensive historical agencies in the nation, the Mississippi Department of Archives and History acquires, preserves, and provides access to the historical resources of the state. Its non-circulating archival collection is the largest publicly accessible collection of print, manuscript, audio-visual, and digital material relating to Mississippi. For more information on the Department, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.