

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

Starting annual salary \$36,300.00 plus benefits
Deadline for receiving applications: May 30, 2014

This professional position will analyze, define, develop, and implement electronic records services and digital curation programs of the Archives and Records Services Division according to Mississippi's public records laws and other applicable standards and rules. As a member of the Electronic Archives Section, the incumbent will transfer, process, and catalog archival electronic government records and materials; develop and implement training for state agencies and local governments on electronic records management; work with MDAH records analysts to assist state agencies with records appraisal and retention scheduling; develop and implement policies and plans to increase services and efficiencies; and work occasional Saturday reference library shifts as required. Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; Saturdays 8:00 a.m. to 1:00 p.m. (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, records management, public administration, or directly related field and two (2) 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, records management, public administration, or directly related field and three (3) years of experience related to the above described duties.
- Graduation from a standard four-year high school or equivalent (GED) and eight (8) years of experience in work related to the above described duties.

Special qualifications include: Demonstrated knowledge of records retention procedures and requirements, especially relating to electronic records; archival experience, preferably processing government records and utilizing MARC cataloging; familiarity with the Dublin Core metadata standard and SQL databases; experience providing training and oral presentations; knowledge of Mississippi government and history; ability to lift 40 pounds; extensive knowledge of MS Word, PowerPoint, and Excel; strong interpersonal and communication skills; attention to detail and excellent spelling and punctuation skills; and the ability to work effectively both independently and as a team member.

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 is the largest publicly accessible collection of manuscript, print, audio visual and electronic materials relating to the state. Holdings include more than 55 TB of born-digital and digitized materials; 48,000 cubic feet of state records, manuscript collections, and graphic and audio visual materials; 193,000 published items; and 113,000 reels of microfilm. For more information on the Department, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.