

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division

Historic Resources Specialist I, Government Records Section

Starting annual salary: \$ 29,500 plus benefits

Deadline for receiving applications: August 1, 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 MDAH Human Resources, 601/576-6866.

The Mississippi Department of Archives and History (MDAH) seeks qualified candidates to serve as archivist in the Government Records Section of the Archives and Records Services Division. Working primarily with large transfers of twentieth century and recent state records, the incumbent will accession, arrange and describe series; identify conservation needs and implement simple item-level conservation measures (e.g., mending and encapsulation); prepare access tools such as finding aids, indexes, in-house databases, and catalog records; and carry out routine collection management activities. The incumbent will assist with records appraisal and scheduling, and with records management consultations and training for state agencies; and provide occasional professional assistance in Reference Services, including six-eight scheduled Saturdays during the year. The archivist may work individually or as part of a team with other MDAH staff.

Education and experience must meet the following criteria:

- A Bachelor's Degree from an accredited four-year college or university in history, library science, or a related field

Preferred qualifications include the following: Graduate coursework in archival management; demonstrated knowledge of current archival methods and practice, including MPLP and electronic records management; archives or library experience; knowledge of DACS, MARC21, Dublin Core metadata standards, Word, Excel, and SQL; knowledge of Mississippi history; excellent time management, and written and oral communication skills; demonstrated organizational and analytical abilities; ability to carry out detail-oriented projects; a willingness to work sometimes with dirty materials; the ability to lift and carry boxes weighing up to 40 pounds; 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; 45,000 cubic feet of state records and manuscript collections, 250,000 images, 100,000 published items; 113,000 reels of microfilm, and 200+ newspaper titles. MDAH is based in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information on the Department, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.