

Mississippi Department of Archives and History  
Archives and Records Services Division  
Business Systems Analyst I (Electronic Archives)

Starting Annual Salary: \$41,164.13 plus benefits  
Deadline for Receiving Applications: August 21, 2014

The Mississippi Department of Archives and History (MDAH) Electronic Archives section seeks qualified candidates to serve as a digital archivist working to process and provide public access to archival electronic records and materials. The successful candidate will work as a member of a team, with duties that include:

- processing, describing, and cataloging archival electronic records and materials, including the compiling and organizing of all necessary metadata
- providing access to electronic archives collections through the use of appropriate web search interfaces and tools
- determining public availability and rights management status of electronic records and resources
- advising government agencies with electronic records management issues, including the packaging of records with the required metadata for transfer to MDAH

Education and experience must meet one of the following criteria:

- Bachelor's degree from an accredited four-year college or university in information science, computer science or a related field and two (2) years of directly related experience
- Associate's degree in information science, computer science or a related field and four (4) years of directly related experience
- Graduation from a standard four-year high school or equivalent (GED) and six (6) years of directly related experience

Preferred skills, knowledge and experience:

- Experience processing and providing public access to archival electronic materials
- Experience with MARC cataloging
- Knowledge of Dublin Core metadata standard
- Familiarity with PostgreSQL and MySQL databases
- Familiarity with XML and HTML
- Excellent time management and oral/written communication skills
- Ability to work effectively both independently and as a team member
- Knowledge of Mississippi history

The Mississippi Department of Archives and History (MDAH) collects, preserves, and provides access to the government records and historical resources of Mississippi. Its non-circulating collection is the largest publicly accessible collection of manuscript, print, audiovisual and electronic materials relating to the state. Holdings include more than 55 TB of born-digital and digitized materials, 100,000 published items, 45,000 cubic feet of state records and manuscript collections, 250,000 images, and 200+ newspaper titles. For more information on the Department, go to <http://www.mdah.state.ms.us>. MDAH is an Equal Opportunity Employer.