

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division

Historic Resources Specialist Senior, Published Information Section

Starting annual salary: \$40,800 plus benefits

Deadline for receiving applications: December 23, 2016

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 (MDAH) seeks a Historic Resources Specialist Senior to serve as head of the Published Information section of the Archives and Records Services Division. The incumbent will oversee all cataloging of monographs, serials, maps, and state publications, and as needed catalog items; coordinate authority control and catalog consistency throughout division; select and purchase monographs, maps, and serials; work with donors and receive donations of printed materials; maintain records relating to acquisitions; oversee processing of serials and newspapers, including prepping for reformatting; oversee compilation and maintenance of subject files; make presentations to community and user groups; and occasionally provide assistance in Reference Services, as needed during the week and six-eight scheduled Saturdays during the year. As section head, the incumbent will contribute to the division management group and project teams; and manage the operations of the section, including overseeing expenditures, setting policies, establishing objectives and standards, recruiting and overseeing volunteers and interns, and training and supervising three full-time staff.

Education and experience must meet one of the following criteria:

- A master's degree in library science from an accredited four-year college or university; and four years of experience in an archives, library, or university, one of which must have included line or functional supervision. OR
- A bachelor's degree in history or related field from an accredited four-year college or university; & five years of experience in an archives, library, or university, one of which must have included line or functional supervision.

Preferred qualifications include the following:

Thorough understanding and experience with MARC21 and metadata standards, and database use in a Linux or Unix environment, with experience dealing with archival materials preferred; demonstrated cataloging experience; demonstrated familiarity with current theory, practice, and trends in library and information services; experience with ILS Systems configuration (Koha preferred); knowledge of DACS and familiarity with Linux or Unix; graduate archives management courses; knowledge of Word, Excel, PowerPoint, MySQL and Informix; knowledge of Mississippi history; excellent time management, and written and oral communication skills; demonstrated organizational and analytical abilities; the ability to lift and carry boxes weighing up to 40 pounds; the ability to work effectively both independently and as a team member in a rapidly changing environment.

The Mississippi Department of Archives and History acquires, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest publicly accessible collection of print, manuscript, and digital material relating to the state. Holdings include more than 100,000 monographs and periodicals, 200 newspaper titles, 8,500 maps, 70,000 cubic feet of state records and manuscript collections, 250,000 images, and 57 terabytes of electronic records and materials. MDAH is located in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information on Department activities, go to <http://www.mdah.ms.gov>.

MDAH is an Equal Opportunity Employer.