



# JOB ANNOUNCEMENT

## **Warehouse Manager II**

Archives and Records Services

Starting annual salary: \$30,474.45

Application deadline: December 10, 2021

The Mississippi Department of Archives and History (MDAH) seeks qualified candidates to serve as warehouse manager at the state records center in the Government Records Section of the Archives and Records Services Division. This critical work involves the security and control of records of state agencies, boards, and commissions.

The work involves inspecting the storage facility; ensuring proper storage in accordance and compliance with applicable laws; maintaining accurate database entry of the boxes; generating monthly activity reports; initiating work orders, and maintaining a clean, safe and secure facility. The incumbent will direct, through subordinates, activities involved in the receipt, storage, reference, transfer, and destruction of confidential records. The work also includes analyzing supplies on hand to determine the rate of use and the need to requisition new supplies; solving special problems concerning procurement, storage, and shipment of supplies; and supervising staff, volunteers, interns, or contract labor to perform the tasks of the state records center. The work is performed under the general supervision of the director of government records.

Responsibility for daily tasks includes computer backup tape rotation, secure transfer of paper records for storage, reference requests, and destruction or archival transfer of records in a secure and confidential manner in compliance with operational procedures and best practices. The incumbent will properly affix barcode labels; scan and shelf boxes; shred records; occasionally return boxes to an agency; ensure boxes are properly identified and located in the warehouse; maintain a clean and safe work environment; inspect, operate, and fuel records center vehicles; keep a log of all work assigned and completed; develop and provide training for safety and security of the facility and records, and report all information and documents to the section head as required. The incumbent will work primarily with paper records but may be assigned to conduct daily computer backup tape rotation for state agencies on a strict schedule. The incumbent may also provide support services and transportation of records to archival staff as needed. Operation hours are 8:00 am – 5:00 pm Monday – Friday. Rare instances of excess hours may be needed.

### **Education must meet one of the following criteria:**

- A Bachelor's degree from an accredited four-year college or university and three years of related experience.
- Graduation from a standard four-year high school and seven years of related experience.

### **Preferred qualifications:**

Warehouse experience managing boxes of government records; demonstrated knowledge of current state records center methods and practice, including transmittals,



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reference requests, destruction, and archival transfer; experience searching a database for information; knowledge of Word and Excel; excellent time management and written and oral communication skills; demonstrated positive customer service interaction; 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 50 pounds; and the ability to work effectively both independently and as a team member. An in-person interview will be required before an offer for employment can be extended. Must possess and maintain a valid Mississippi drivers' license.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.