

Mississippi Department of Archives and History
Archives and Records Services Division
Historic Resources Specialist Senior

Starting annual salary \$40,800.00 plus benefits
Deadline for receiving applications: August 28, 2015

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application, or call 601-576-6866 for more information.

The Archives and Records Services Division, Mississippi Department of Archives and History seeks an experienced professional to implement and coordinate the accessioning, appraisal, arrangement, description, cataloging, preservation and disposition of collections comprising personal papers and organizational records. The incumbent will participate in collection development and assist with acquisitions, collections transfers, and donor activities throughout the state, including preparing and administering legal documents relating to acquisitions, access restrictions, and rights management concerns. The incumbent may occasionally provide assistance to researchers in Reference Services and work to encourage access to and use of the collections, including requests for publication and rights management. Management responsibilities will include developing policies and procedures, purchasing, assisting with grants development and management, volunteer and intern recruitment and oversight, and staff supervision, scheduling, and training. Some overnight travel and public presentations may be required. Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; and occasional Saturday reference work, 8:00 a.m.-1:00 p.m. as scheduled (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, 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, or directly related field and three (3) years of experience related to the above described duties.

Preferred qualifications include: Graduate coursework in archival management; demonstrated knowledge of current archival methods and practice, including MPLP, DACS, MARC21, and Dublin Core metadata standards; archival appraisal, arrangement, cataloging, and preservation experience; demonstrated organizational and analytical abilities; knowledge of Mississippi history and government; supervisory and project management experience; strong interpersonal, communication, and time management skills; knowledge of MS Word, Excel and SQL; ability to work effectively both independently and as a team member; ability to lift and carry boxes weighing up to 40 pounds; a willingness to work with dirty materials.

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, dating from the sixteenth century to the present, is the largest publicly accessible body of government, manuscript, print, audio visual and electronic materials relating to the state and attracts researchers world-wide. Holdings include more than 56 TB of born-digital and digitized materials; 43,000 cubic feet of state records and collections, 134,000 published items; and 113,600 reels of microfilm. 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.