

Historic Resources Specialist I

MUSEUM DIVISION

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.

STARTING ANNUAL SALARY: \$29,500

DEADLINE FOR RECEIVING APPLICATIONS: Wednesday, May 14, 2014

This position involves work that is professional in nature. Its main responsibility involves assisting in the formulation and direction of the activities of the Museum Division with the Mississippi Department of Archives and History. The work includes assisting and advising the administrative superior regarding activities to be undertaken, and in directing and supervising specific phases of operation in performing a variety of important administrative tasks. Incumbent conducts historical research, assists with or manages special projects, and assists with collections and other needs of division sections and sites. The incumbent serves as the division Purchasing Officer, Property Officer, and records retention coordinator, evaluates special source fund allocations, and reports data for the division periodically as requested by the director, Museum Division. The work requires the exercise of a high degree of independent judgment in the establishment, interpretation, application, and enforcement of statutes, rules, regulations and policies. The work is subject to review through conference, personal inspection, and written reports for conformity with established policies, rules and regulations.

Education and experience must meet one of the following criteria:

- Bachelor's Degree from an accredited four-year college or university.

MDAH is an Equal Opportunity Employer.