

Mississippi Department of Archives and History
Archives and Records Services Division

Senior Systems Specialist (Electronic Archives)

Starting Annual Salary: \$51,358.88 plus benefits
Deadline for Receiving Applications: May 31, 2014

The Mississippi Department of Archives and History (MDAH) Electronic Archives section seeks qualified candidates to serve as systems manager for its growing digital repository. The successful candidate will work as a member of a team, with duties that include:

- organizing, maintaining, converting, and preserving archival born-digital and digitally reformatted electronic records and materials
- providing access to electronic archives collections through the use of appropriate web search interfaces and databases
- advising internal and external entities on issues of formatting, migration, conversion, and retention of electronic records
- designing, managing, and maintaining Electronic Archives Web pages
- managing the ER server farm, including security, redundancy, and backup procedures/routines
- assisting with hardware and software procurement for the section

Preferred skills, knowledge and experience:

- Linux and BSD server administration
- PostgreSQL and MySQL database administration
- PHP, Python, and shell scripting
- HTML, CSS, and Javascript
- Experience manipulating audio and image files
- Experience with mission-critical backup and recovery planning
- Knowledge of XML and the Dublin Core metadata standard

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 four (4) years of directly related experience
- Associate's degree in information science, computer science or a related field and six (6) years of directly related experience
- Graduation from a standard four-year high school or equivalent (GED) and eight (8) years of directly related experience

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, audio visual 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, 200+ newspaper titles. For more information on the Department, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.