

Mississippi Department of Archives and History
Archives and Records Services Division
Historic Resources Specialist Lead (Reference Services)

Starting annual salary \$45,000.00 plus benefits
Deadline for receiving applications: July 15, 2014

The Mississippi Department of Archives and History seeks an innovative and experienced professional to oversee the MDAH Library and direct the Reference Services section of the Archives and Records Services Division. The incumbent leads and provides high quality, specialized on-site, mail and on-line services to state agencies, government officials, scholars, and the public; develops, coordinates and implements policies and procedures to ensure equal access and services for all users; plans and coordinates innovative outreach activities and public programs; makes oral presentations and represents the Department at historical venues; and may manage and participate in special research projects. Administrative responsibilities include participation in the Division management team, budgeting, volunteer recruitment and oversight, and staff hiring, scheduling, evaluation, training, and development. Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; and Saturdays 8:00 a.m. to 1:00 p.m. (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, records management, public administration, or directly related field and three (3) 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, records management, public administration, or directly related field and four (4) years of experience related to the above described duties.
- Related education and experience may be substituted on an equal basis.

Preferred qualifications include: Archives/library public service experience and management; demonstrated knowledge of historical and archival research methods and reference practices; extensive knowledge of genealogical, historical, and archival resources; knowledge of Mississippi history and government; supervisory, project management, and administrative experience; strong interpersonal and communication skills; excellent time management skills; experience providing training and oral presentations; extensive knowledge of MS Word, PowerPoint, and Excel; ability to lift 40 pounds; and the ability to work effectively both independently and as a team member.

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 materials relating to the history and government of the state, and attracts researchers world-wide. Holdings include more than 55 TB of born-digital and digitized materials; 50,000 cubic feet of state records, manuscript collections, and graphic and audio visual materials; 193,000 published items; and 113,000 reels of microfilm. In FY 2013 more than 6,200 unique patrons conducted research onsite, 59,860 items were circulated, and 8,200 telephone, mail, and email inquiries were answered. MDAH is housed 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.