



# JOB ANNOUNCEMENT

## Historic Resources Specialist I

Local Government Records

Archives and Records Services Division

Starting annual salary: \$30,385.00

Application deadline: October 23, 2020

The Mississippi Department of Archives and History (MDAH) seeks a Historic Resources Specialist I to serve in the Local Government Records Office of the Government Records Section in the Archives and Records Services Division. The primary responsibilities of the incumbent will be to provide onsite consultations and develop guidelines for local governments on records management, continuity of operations, and disaster preparedness/response; and working with the Local Government Records officer to help increase the active participation among local governments in the records management program. The incumbent will accomplish the goals by engaging in the following activities:

- Presentations, meetings, and outreach activities with local officials
- Records management and emergency preparedness training
- Research and development of records control schedules
- Providing records management guidance and assistance

As a member of the Government Records Section, the incumbent may work on projects individually or as part of a team.

Incumbents must possess a Bachelor's Degree from an accredited four-year college or university. Preference will be given to degrees in history, library science, or a related field.

Preferred qualifications include the following:

Demonstrated familiarity with current records management and archival theory, methods, and practice; knowledge of Word, Excel, and SQL; experience with municipal and county records management; knowledge of Mississippi history; excellent time management, and written and oral communication skills; demonstrated organizational and analytical abilities; ability to carry out detail-oriented projects; a willingness to work with dirty records; the ability to lift and carry boxes weighing up to forty pounds; and the ability to work effectively both independently and as a team member. **Overnight travel and a valid driver's license will be required.**

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.