

Historic Resources Specialist I, Cataloger **Archives and Records Services**

Starting annual salary: \$30,385.00

Application deadline: May 5, 2021

The Archives and Records Services Division of the Mississippi Department of Archives and History seeks an experienced professional to serve as cataloger for the division's published information collection.

The incumbent will:

- Perform original and copy cataloging in accordance with current standards for a variety of items including but not limited to monographs, maps, broadsides, and serials
- Maintain and continuously improve the overall quality of records in the library catalog
- Maintain authority records in the automation system
- Maintain control folders
- Maintain stacks and shift collections as necessary
- Participate in the planning and execution of section and division-wide projects, especially those related to cataloging
- Obtain copyright status for published items that are being considered for publication in our Digital Archives
- Attend ILS system update trainings and report any problems with the ILS to system administrator

Education must meet the following criteria:

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

Preferred qualifications and education include:

- Master's Degree in library and information science from an accredited four-year college or university and two years of experience cataloging in an archives, library, or university
- Thorough understanding and experience with MARC 21 format for bibliographic data
- Knowledge of metadata standards;
- Demonstrated cataloging experience;
- Knowledge of DACS;
- Excellent time management skills;
- The ability to work effectively both independently and as a member of a team.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866.

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