

## **Cultural Resources Specialist III, Cataloger**

Archives and Records Services

Starting annual salary: \$43,509.31

Application deadline: March 22, 2023

The Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist III to serve in the Archives and Records Services Division. This position will serve as a cataloger for the division's published information collection.

This individual will:

- Perform original and copy cataloging in accordance with current standards for a variety of items, including but not limited to monographs, maps, broadsides, sheet music, subject files, 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 the system administrator
- Assist section head in processing of donations
- Conservation work as needed
- Assist in collection development
- Maintain subscriptions
- Order materials and supplies for the Archives & Record Services division

### **Education and experience must meet one of the following criteria:**

- A Master's Degree in library and information science from an accredited four-year college or university and four years of experience cataloging in archives, libraries, or universities.
- A Bachelor's Degree in library science or a related field from an accredited four-year college or university and six years of experience cataloging in archives, libraries, or universities.

### **Preferred qualifications include:**

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. 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.