

**JOB ANNOUNCEMENT - MONTGOMERY, AL
ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY (ADAH)**

4 PERMANENT ARCHIVIST POSITIONS AVAILABLE -Application Deadline October 22, 2007

Salary Range \$29,686 - \$47,270

(New hires have the opportunity for a 5% raise at the end of a six-month probationary period. In addition, there will be a cost of living raise for all state employees in October 2008 of 3.5%)

ARCHIVIST POSITION (Folklife Archivist)

The Alabama Department of Archives and History seeks an archivist to manage the Archive of Alabama Folk Culture at the Alabama Department of Archives and History. Responsibilities include acquiring collections that document Alabama folk traditions; inventorying, arranging, describing, and cataloging materials; preserving materials and recommending conservation and preservation treatments; assisting researchers; publicizing the Archives of Alabama Folk Culture, preparing educational outreach materials, and helping plan for and design an Alabama Traditions museum exhibit. The collection includes a wide variety of record types, formats, and media, especially sound recordings. The successful candidate should be familiar with audiovisual materials and digital files and have an interest in folk culture.

ARCHIVIST POSITION (Processing Wallace Collection)

The Alabama Department of Archives and History seeks an archivist to process the George and Lurleen Wallace Collection. The collection consists of government records, private records, audiotapes, videotapes, film, photographs, and other materials created by George and Lurleen Wallace (Alabama governors) from 1959 through the late 1980s. The archivist will be responsible for inventorying, arranging, describing, and cataloging the records; housing the materials in appropriate containers; and preparing some of the materials for an on-line digital exhibit about the Wallace family. The successful candidate should be familiar with arrangement, description, and cataloging techniques and have good organizational and writing skills.

ARCHIVIST POSITION (Appraisal Archivist - Records Management)

The Alabama Department of Archives and History seeks an archivist to work with state and local government officials in the appraisal, care, and management of their records. This archivist will assist the State Records Archivist and the Local Records Archivist in preparing records disposition authorities (records schedules) for state and local entities, provide onsite training about records management issues around the state, coordinate the transmittal of archival records from state agencies to the Archives, monitor state and local agencies for records keeping compliance, monitor the legal destruction of outdated records by state and local agencies, and promote the development of local programs designed to ensure the preservation of local records. The successful candidate should be familiar with standard records management and appraisal practices and have good communications and writing skills.

ARCHIVIST POSITION (Acquiring and Processing Collections)

The Alabama Department of Archives and History seeks an archivist to acquire and process collections. The archivist will be responsible for acquiring, inventorying, arranging, describing, and cataloging the collections; housing the materials in appropriate containers; and preparing some of the materials for placement in our digital collections management system. The successful candidate should be familiar with arrangement, description, and cataloging techniques and have good organizational and writing skills.

The archivist position is on a "continuous register." This is an administrative term that means the State of Alabama accepts applications for the archivist position any time. If you have an interest in any of the positions listed above, please submit an application to the Alabama State Personnel Department at <http://www.personnel.state.al.us/Content.aspx?Pg=9> by the close of business on **October 22, 2007**. In addition, please submit a copy of your resume to the ADAH staff at records@archives.alabama.gov.