

Position: Collections Archivist

State Merit System Classification: 30430 Archivist – Collections Archivist

Annual Salary Range: \$33,086.40 - \$50,119.20

Deadline for applications: September 4, 2018

The Alabama Department of Archives and History (ADAH) seeks a motivated, entry-level Collections Archivist for the department's Archival Collections Section. This is a full-time position and includes state benefits.

Reporting to the head of the Archival Collections Section, the archivist will work in all aspects of archival accessions, processing, and description. S/he will organize and rehouse collections; identify sensitive materials; research the historical context of collections; produce catalog records and finding aids using MARC and DACS; work with special formats including photographs and born-digital records; assist with new accessions; and promote ADAH and its programs through presentations, tours, site visits, and other outreach activities.

Collections Duties:

- Arrange, describe, and catalog archival collections acquired by the ADAH.
- Preserve archival collections and monitor the environment to ensure long-term maintenance of the collections.
- Work closely with department staff members on temporary exhibits and other public programs.
- Work collaboratively with department staff members by serving on internal committees.
- Provide archival collections assistance to government agencies, organizations, and private citizens to help preserve records in communities throughout the state.
- Work with department staff members, government agencies, and private citizens to acquire archival collections according to the ADAH collections policy.
- Provide reference assistance to researchers about archival collections.
- Create documentation of archival collections activities, interactions, policies, and procedures.

Knowledge, Skills, and Abilities:

- Knowledge of archival collections management and core archival domains as laid out by the Academy of Certified Archivists (ACA).
- Knowledge of and/or experience with descriptive standards and tools such as RDA, DACS, LCSH, LCNAF, Cataloger's Desktop, and Classification Web.
- Knowledge of digital preservation best practices and standards.
- Knowledge of current issues and trends in archival practices and descriptive standards, and ability to keep up-to-date with new practices and techniques.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Strong written and verbal communication skills.
- Strong computer skills, including knowledge of programs utilized to process text, create presentations, and formulate infographics. Ability to pick up new computer skills quickly.
- Ability to work both independently and in group/team settings.
- Ability to lift and carry boxes weighing up to 50 pounds.

Minimum Qualifications:

- Bachelor's degree from a four-year college or university in history, political science, government or a related field **PLUS**
 - Two graduate level courses in archival administration **OR**
 - One year's professional experience in archival or records management work.
- A valid driver's license.

Candidates lacking graduate courses or experience to qualify for the merit system position may alternatively qualify for a Professional Trainee appointment leading to appointment in a merit position.

Application Procedure:

Submit a State of Alabama Job Application form to State Personnel:

- Find the class code for the position above or at https://personnel.alabama.gov/Documents/Announcements/101276_A.pdf.
- Complete the State of Alabama Application form available at <https://personnel.alabama.gov/Downloads/StateApp.pdf>.
- Application process questions may be answered at <https://personnel.alabama.gov/Downloads/OESHelpDoc.pdf>.
- Submit the application to State Personnel and include transcripts (may be unofficial).

After applying to State Personnel, submit the following documents via email to DorothyA.Davis@archives.alabama.gov.

- Cover Letter (including availability details and any salary requirements)
- Resume
- Transcripts (may be unofficial)
- State of Alabama Personnel Application <https://personnel.alabama.gov/Downloads/StateApp.pdf>
- Professional References

Deadline to Apply: September 4, 2018

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Candidates will be selected for interview based on the information submitted, with an anticipated hiring date in the fall of 2018.