

Position: State Records Center Archivist & State and Local Government Records Analyst

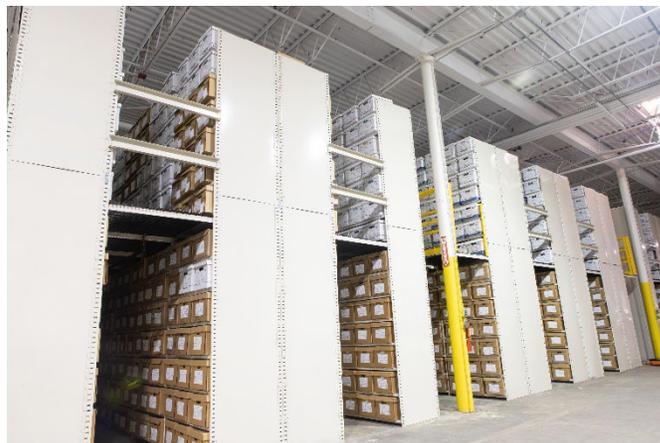
State Merit System Classification: 30430 - Archivist

Annual Salary Range: \$38,364.00 - \$64,152.00

Deadline for applications: March 31, 2026 *(or until filled)*

The Alabama Department of Archives and History (ADAH) seeks a motivated, self-directed archivist for the department's Records Management program.

The archivist will manage the day-to-day operations at the State Records Center at 2745 Gunter Park Drive, Montgomery, Alabama. This facility houses a repository of 38,000 boxes of temporary state agency records. Core responsibilities include providing reference assistance to state agencies, including retrieving and delivering files to state agencies and returning them to their proper location in the warehouse. Other functions include picking up and shelving incoming inventory, pulling eligible boxes for destruction, and collaborating with other archivists on the transfer of permanent records to the ADAH main building on Washington Avenue.



The archivist must possess a valid driver's license and will use the Records Center truck and van, must be able to lift 40 pounds, and must be willing to drive a forklift after training has been provided. Approximately sixty percent of the archivist's time will be allocated to these responsibilities after an initial onboarding period. The other forty percent will be dedicated to performing the work of a State and Local Government Records Analyst at 624 Washington Avenue, Montgomery, Alabama. Upon closure of the State Records Center in approximately 5 to 10 years, the position will transition to work full time as a State and Local Government Records Analyst, described below.

State and Local Government Records Analysts are expected to demonstrate excellence in research, writing, and editing, as part of a broader communication skill set, and need to be open to extensive feedback from coworkers, state and local agencies, supervisors, and the State and Local Government Records Commissions. Analysts devote time writing [Records Disposition Authorities](#) for state agencies and evaluating the retentions for local government records. Other administrative tasks include, but are not limited to, processing local government records destruction notices and state annual RDA implementation reports. The analyst also assists state and local agencies through phone calls, emails, and site visits answering questions about managing both paper and electronic records throughout their respective lifecycles in accordance with best practices.

See page 3 for Minimum Qualifications and the Application Procedure.

Records Management Duties:

- Assist state and local government officials in understanding, interpreting, and complying with state and federal records requirements.
- Establish policy at a state-wide level and aid agencies with implementing that policy but performs little hands-on work with records.
- Research and write state agency Records Disposition Authorities in accordance with existing style guides articulating the agency's history, functions performed, records created, and an appropriate retention for those records.
- Process government records destruction notices in compliance with current state records law.
- Positively contribute to the development and revision of archival records management procedures, forms, and documentation.
- Develop and convey records retention recommendations to government bodies in accordance with current best practices.
- Research and analyze new and extant legislation, industry standards, and related resources to inform records retention requirements.
- Follow established procedures in acquiring state agency records for permanent preservation at ADAH.
- Increase awareness of records management issues that can create barriers to long-term preservation, access, and use of government records at the state and local levels.
- Develop and provide training for state and local agency staff in the proper management of paper and electronic records throughout their respective lifecycles.
- Work with local government officials to preserve records in communities throughout the state.
- Create extensive documentation of records management activities, interactions, policies, and procedures.

Knowledge, Skills, and Abilities:

- **Strong written and verbal communication skills.**
- Knowledge pertaining to research and literature review, analysis, and writing.
- Capability to write extensive briefing memos, including detailed follow-up reports of site visits, and entering comprehensive documentation of all contacts in a Customer Relationship Management system.
- Adaptability to accept and incorporate comments when preparing documents for presentation to the Commissions and for online publication.
- Skill to work within deadlines to produce the documents necessary for the State Records Commission, the Local Government Records Commission, and the State Historical Records Advisory Board.
- Computer skills, including knowledge of programs used to process text, create presentations, design infographics, and manage database information. Ability to learn new computer skills quickly.
- Ability to produce and implement effective records management training programs on selected topics for state and local government officials in both individual and group settings.
- Ability to work both independently and in group and team settings.
- Ability to lift and carry boxes weighing up to 40 pounds.

Minimum Qualifications to Qualify as an Archivist:

- 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 studies
 - OR
 - One year's professional experience in archival or records management work
- A valid driver's license

Minimum Qualifications to Qualify as a Professional Trainee:

Candidates lacking graduate courses or experience to qualify for the Archivist position may alternatively qualify for a Professional Trainee - Archivist designation, leading to an appointment as an Archivist after obtaining a year's professional experience. Please note that the Professional Trainee starts at \$36,508.80.

- Bachelor's degree from a four-year college or university in history, political science, government, or a related field
- A valid driver's license

Application Procedure:

Submit the following via email to becky.hebert@archives.alabama.gov

- Cover letter including availability details and salary requirements (*applicants without an existing full-time archival position automatically start at the minimum salary*)
- State application, which may be found on the State of Alabama Personnel Department website under "[The Application Process](#)"
- Resume
- List of three professional references
- Unofficial undergraduate and graduate transcripts (if applicable)

Candidates will be selected for an interview based on the information submitted, with an expected hiring date based on the candidate's availability.

Deadline for application: March 31, 2026 (*or until filled*)