

Position: Collections Archivist

State Merit System Classification: 30430 – Archivist

Annual Salary Range: \$35,457.60 - \$53,707.20

Deadline to Apply: October 15, 2021

The Alabama Department of Archives and History (ADAH) seeks a motivated, detail-oriented Collections Archivist to work in the department's Archival Collections Section. Responsible for arranging and describing archival collections at the ADAH, the Archival Collections Section is committed to providing access to historical records that give voice to previously underrepresented groups. In June 2020, the ADAH issued a [Statement of Recommitment](#) to inclusive history.

The Collections Archivist will work in all aspects of archival collections work, which includes arranging and rehousing collections; monitoring the environment of archival storage areas; creating catalog records and finding aids for recent acquisitions; revising legacy catalog records and finding aids; and promoting the ADAH and its programs through presentations, tours, and other outreach activities. This is a full-time position and includes state benefits.

Position Duties:

- Arranges and describes archival collections acquired by the ADAH.
- Revises legacy catalog records and finding aids.
- Maintains internal archival collections databases using Microsoft Access.
- Creates catalog records using ExLibris's Alma platform.
- Monitors the environment in archival storage areas to ensure long-term preservation.
- Follows section policies and procedures to ensure tasks are completed correctly and efficiently.
- Follows local and national cataloging and archival processing standards.
- Works collaboratively with coworkers to ensure that projects proceed according to specified objectives.
- Promotes the ADAH and its collections through outreach activities.
- Provides reference assistance to researchers about archival collections.

Knowledge, Skills, and Abilities:

- Knowledge of or experience with arranging and describing archival collections.
- Knowledge of or experience with More Product, Less Process (MPLP) processing.
- Knowledge of digital preservation best practices and standards.
- Knowledge of or experience with archival collections that contain born-digital records.
- Knowledge of and/or experience with descriptive standards and tools such as RDA, DACS, LCSH, LCNAF, Cataloger's Desktop, and Classification Web.
- Ability to work independently and collaboratively, in teams that encompass a broad range of roles and knowledge.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Strong written and verbal communication skills.
- Computer skills, including knowledge of programs used to process text, create presentations, formulate infographics, and manage database information. Ability to pick up new computer skills

quickly.

- Ability to lift and carry boxes weighing up to 50 pounds.

Minimum Qualifications:

- Bachelor's degree 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.

Application Procedure:

1. 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 available at <https://www.personnel.alabama.gov/Downloads/StateApp.pdf>.
 - Application process questions may be answered at <https://www.personnel.alabama.gov/Downloads/OESHelpDoc.pdf>.
 - Submit the application to State Personnel and include transcripts (may be unofficial).
2. After applying to State Personnel, submit the following documents via email to dorothy.gidiere@archives.alabama.gov:
 - Cover letter (including availability details and any salary requirements)
 - Resume
 - Academic transcripts (may be unofficial)
 - Copy of application submitted to the State Personnel Department
 - List of professional references, including contact information

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Candidates will be selected for interview based on the information submitted, with an anticipated hiring date by the end of 2021/early 2022.

Dorothy Gidiere, CA

dorothy.gidiere@archives.alabama.gov

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