

**Position:** State and Local Government Records Analyst

**State Merit System Classification:** 30430 - Archivist

**Annual Salary Range:** \$34,761.60 - \$52,653.60

**Deadline for applications:** April 1, 2020 (*or until filled*)

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

Reporting to the head of the Records Management Section, the analyst will provide support to state and local government agencies. S/he will be responsible for assisting agencies with managing both paper and electronic records throughout their respective lifecycles; contributing to the development of records retention requirements in accordance with best practices; and promoting ADAH and its programs through presentations, tours, site visits, and other outreach activities.

**Records Management Duties:**

- Assist state and local government officials in understanding, interpreting, and complying with state and federal records requirements.
- Process government records destruction notices in compliance with current state records law.
- Positively contribute to the development and revision of archival and records management procedures, forms, and documentation as part of ADAH's continuous improvement efforts.
- Submit records retention recommendations to government bodies in accordance with current best practices.
- Research and analyze new and existing state or federal legislation and industry standards and advances to determine the impact on 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 at the state and local levels.
- Travel for site visits and for purposes of professional development (primarily in-state, less than 15%).
- Develop and provide training for state and local agency staff in the proper curation 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/literature review, data analysis, and report 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.

- Computer skills, including knowledge of programs utilized to process text, create presentations, formulate infographics, and manage database information. Ability to pick up 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/team settings.
- Ability to lift and carry boxes weighing up to 40 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.
- 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.
- A valid driver's license.

**Application Procedure:**

Submit (1) a cover letter including availability details and salary requirements (*applicants without an existing full-time archival position automatically start at the minimum salary*); (2) a state application, which may be found at <https://personnel.alabama.gov/Downloads/StateApp.pdf>; (3) a resume; (4) a list of three professional references; and (5) an unofficial undergraduate and graduate transcript via email to:

Becky Hébert  
[becky.hebert@archives.alabama.gov](mailto:becky.hebert@archives.alabama.gov)  
 Alabama Department of Archives and History  
 PO Box 300100  
 Montgomery, AL 36130-0100  
 334-353-5039

Candidates will be selected for interview based on the information submitted, with an anticipated hiring date of late spring/early summer 2020.

*The first set of interviews will be conducted via telephone. Second interviews will be mandatory in-person at the Alabama Department of Archives and History in Montgomery, Alabama. Reimbursement for travel will not be provided.*

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