

**Position:** 30435 Archivist Senior – Electronic Records Archivist

**Pay Grade:** 72/73

**Annual Salary Range:** \$35,589.60 - \$56,685.60

**Closing Date:** **October 3, 2012**

The Alabama Department of Archives and History seeks a highly motivated, innovative and collaborative Electronic Records Archivist to lead preservation activities within the organization. Reporting to the head of the Government Services Division, the archivist will be responsible for the acquisition, appraisal, description, management, policy-formation, and preservation of born-digital and imaged records with legal, historical, evidential, research, or administrative value.

This position announcement is not for a technician whose job responsibilities would include scanning records, creating metadata for scanned images, and placing both into a digital assessment management system. Instead the ADAH is looking for a self-motivated, big-picture thinker who can take the current industry best practices regarding electronic records management and preservation and develop a clear, directed program for state and local agency officials to implement.

**Duties:**

- Evaluate current Alabama, other states', and national laws with regards to electronic records and record keeping
- Collaborate with state and local government officials, private donors, and patrons to facilitate the acquisition of a wide array of electronic collections, including but not limited to state agency electronic records and websites, born digital manuscripts and personal papers, research datasets and publications.
- Work with all stakeholders to develop and/or revise policies, rules and guidelines concerning the management of electronic records and electronic records systems, based on national and international best practices.
- Appraise, develop, and implement retention periods for electronic government records
- Develop and provide training for state and local agency staff in the proper management of electronic/digital records.
- Provide expert advice and consulting on issues concerning electronic/digital materials.
- Design and prepare, as needed, technical leaflets and other related educational/informational publications on electronic records management for distribution and reference.

**Knowledge, Skills, and Abilities:**

- Knowledge of records management and archival core competencies.
- Knowledge of the principles and practices involved with the appraisal, collection, and disposition of records.
- Knowledge of principles of database management, enterprise architecture, and systems analysis and development.
- Knowledge of current preservation technologies and OAIS and TRAC.
- Knowledge of metadata standards and practices.
- Knowledge of reformatting best practices.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Record of ongoing professional development and contribution.
- Ability to work well with all stakeholders
- Ability to express ideas clearly, both orally and in writing.
- Ability to read, analyze, and interpret industry periodicals, professional journals, technical procedures, and government regulations.
- Ability to lift and carry heavy boxes weighing on average 30-40 pounds.

**Qualifications:**

Bachelor's degree in archives/library/information science or a related field with completion of graduate level course work in archives. (A degree specializing in archival science, digital curation, or digital preservation is preferred.) Plus two years of professional experience in archival work and records management in an archival repository.

A Driver's License

**Desired Experience:**

- Application of archival theory and practice to the management and preservation of electronic records.
- Demonstrated experience with repository platforms Windows, Unix, Voyager, ContentDM, and/or LOCKSS.
- Project management experience as it applies to management of electronic/digital content.
- Experience generating checksums, creating preservation metadata, and working with tools that verify file authenticity and tools that identify potentially restricted content strongly preferred.

Salary is negotiable within the range based on qualifications and experience. For additional information about the position please contact Tracey Berezansky at 334-353-4604, [tracey.berezansky@archives.alabama.gov](mailto:tracey.berezansky@archives.alabama.gov) or visit [www.archives.alabama.gov/employ.html](http://www.archives.alabama.gov/employ.html).

Applications are available at <http://personnel.alabama.gov/Content.aspx?Pg=9>