

**Position:** 30430 Archivist – Appraisal/Records Management

**Annual Salary Range:** \$30,724.80 - \$48,924.00

**Date we will request a register from State Personnel:** February 29, 2016

Currently, the Alabama Department of Archives and History (ADAH) seeks an Archivist/Records Manager for the appraisal and outreach program with state and local government agencies. Reporting to the head of the Appraisal Section, the archivist will be responsible for establishing retention requirements for state and local records in all formats, the acquisition of permanent state records for preservation in the Alabama Department of Archives and History, and records management outreach activities with core constituent groups.

While this is the only approved position for hire today, the archivist position is a continuous register in Alabama and we anticipate an additional hire in late spring 2016. The late spring hire will include a collections archivist to work with serials, photographs, and other special formats. **If you are interested in any archival position with the State of Alabama, we encourage you to submit an [application](#) to the Alabama State Personnel Department today.**

**Appraisal/Records Management Duties:**

- Work with state and local government officials to identify the legal, fiscal, administrative, and historical value of records and submit retention recommendations to the State and Local Government Records Commissions.
- Develop and provide training for state and local agency staff in the proper management of records
- Provide records-keeping support to state and local officials as well as keepers of historical records at local repositories.
- Acquire state agency historical records for preservation at the ADAH.
- Work with local government officials to preserve records in local communities.
- Work with all stakeholders to develop and/or revise policies, rules, and guidelines concerning the management of records, in all formats, based on national and international best practices.
- Become familiar with current Alabama, other state, and national laws with regards to record keeping

**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 electronic records and 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 to keep up-to-date with new best practices and techniques.
- Ability to lift and carry heavy boxes weighing on average 40 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

**Montgomery and ADAH**

Montgomery and the River Region are home to friendly people, high-tech industry, the State Capitol, and a major Air Force Base. The region is growing quickly with over 360,000 people in Montgomery, Prattville, Millbrook, Pike Road, Wetumpka and Tallassee and enjoys a low cost of living. Located in central Alabama at the intersection of Interstate Highway 85 (east and west) and Interstate Highway 65 (north and south), Montgomery is:

- 161 miles southwest of Atlanta
- 92 miles south of Birmingham
- 168 miles north of Mobile and the Gulf of Mexico

Alabama created the first state department of archives and history in the United States. Founded in 1901, the Alabama Department of Archives and History became a model for many other states. Now in its second century of service, the Alabama Department of Archives and History is mindful of its obligation to preserve the records of its past and to serve the information needs of future generations of researchers. The department continues the following programs as priority services:

- assistance to state agencies and local governments in the preservation of their records of historical value
- work to preserve modern records in fragile formats, such as computer records, photographs, and video tapes
- educational programs and tours to school children, tourists, and interested citizens
- reference service
- maintenance of the security of collections held by the Archives
- use of new information technology to extend the department's services.

**Application Process:**

The ADAH is interested in filling this position as quickly as possible. If you are interested in applying, please:

- submit a State of Alabama Job Application form to State Personnel by the COB on Friday, February 26, 2016.
- Find the class code for the position above or at [http://www.personnel.alabama.gov/Documents/Announcements/101276\\_A.pdf](http://www.personnel.alabama.gov/Documents/Announcements/101276_A.pdf))
- Complete the State of Alabama Application form available at <http://www.personnel.alabama.gov/Downloads/StateApp.pdf>.
- Application process questions may be answered at <http://www.personnel.alabama.gov/Downloads/OESHelpDoc.pdf>)
- ***In addition to*** submitting the state application form, please send a resume, to the address below. The cover letter should include availability details and any salary requirements.

Candidates will be selected for interview based on the information submitted and standing on the state register, with an anticipated hiring date in spring 2016.

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