

Sample Job Posting 2015

Position: Electronic Records Archivist

Posting:

This position within the Ohio History Connection is responsible for the appraisal, transfer, accessioning, management, description, preservation and access of electronic public records acquired by the State Archives of Ohio.

Essential Duties and Responsibilities

- In consultation with the State Archivist, establish and implement electronic records policies, goals and objectives.
- Carry out professional archival work focused on the appraisal of, description of, preservation of and access to electronic records transferred to the State Archives.
- Review options and make recommendations for the accessioning, ingest, potential conversion, storage, preservation of and access to electronic records transferred to the State Archives.
- Assist in the development of records retention and disposition schedules for government records.
- Develop and deliver training on electronic records management and preservation.
- Serve, as required, on national and statewide working groups, committees and task forces such as the Ohio Electronic Records Committee.
- Serve as liaison between the State Archives and the Ohio History Connection Information Technology staff.
- Other duties as assigned.

Supervisory Responsibilities

The Electronic Records Archivist supervises staff archivists in their duties of appraisal, preservation, arrangement and description of electronic records as well as the associated processing efforts of interns and volunteers.

Qualifications

Education and Experience:

Required:

- Master's degree in library science, archival administration or information technology.
- Thorough knowledge of electronic archival and records management principles and practices.
- Understanding of archival systems, document imaging and conversion systems, document management systems, and records management.

- Knowledge of metadata standards.
- Experience with electronic records preservation activities.
- Excellent project management skills and ability to carry out essential job requirements and produce efficient and effective results.

Preferred:

- A minimum of four years of records management and/or archival experience and relevant experience managing a successful electronic records program.
- Experience appraising government records.
- Experience conducting archival training and outreach.
- Working knowledge of state and local government organizational structures, operations and functions.

Certificates or Licensures:

- Must possess valid driver's license.
- Certified Archivist or Certified Records Manager designations, Society of American Archivists Digital Archives Specialist or Certified Document Imaging Architect (CDIA+) certifications preferred.

Language Skills:

- Ability to follow complex written or oral instructions.
- Must be able to effectively explain complex records management, archival and information technology issues to non-technical audiences, including staff, associates, government entities and the public orally and in writing.

Mathematical Skills:

- Requires basic mathematical skills.

Technical Skills:

- Must have a comprehensive knowledge of archival and records management techniques, electronic records management and preservation practices, document imaging and management systems, and emerging electronic technologies.

Reasoning Ability:

- Ability to pay attention to detail.
- Ability to determine and employ the most efficient and effective methods in order to achieve desired results.

Note: Position will remain open until filled. All interested applicants should submit a professional cover letter, resume with salary requirements to XXXX.