The New Mexico State Archives and Records Center is seeking an Archives Division Director. The purpose of this position is to manage the State Archives of New Mexico by providing administrative and professional leadership to the division to ensure quality access to and preservation of the permanent government records of New Mexico. The division director develops, implements, and monitors program functions relating to appraisal, arrangement, cataloging, description, access, preservation, and maintenance of public and private records. This position establishes goals, policies, procedures, rules, and task assignments, prepares and reviews job descriptions, conducts employment interviews and recommends hiring and disciplinary actions, and conducts interim and annual performance evaluations.

The incumbent in this position will have experience in accessioning, processing, preservation, arrangement, photographs, video, and sound recordings. The incumbent will supervise archival staff, hire/terminate/discipline employees in accordance with SPO and SRCA policies.  The incumbent will help develop and carry out SRCA's strategic plan and shall meet all deadlines as assigned. The incumbent will ensure preservation and access to public records and private collections by following established rules and policies. The incumbent will supervise the employee in charge of grant applications for funding as needed. The incumbent will advocate for and promote the State Records Center and Archives through outreach programs and educational presentations.

If you are interested, please apply for Job ID 135271 directly at <https://careers.share.state.nm.us/>