

Director of Archival Collection Services

Tennessee Department of State

Tennessee State Library & Archives

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Assistant State Archivist

Summary:

Leading a team of approximately eleven professional and paraprofessional archivists, the Director coordinates the acquisition, processing, storage, and retrieval of archival collections for the Library & Archives.

Duties/Responsibilities:

- Establishes policies for the section.
- Develops and implements procedures for the acquisition, arrangement, description, storage, and retrieval of archival materials.
- Monitors expenditures for departmental programs, supplies, and equipment.
- Supervises the hiring, training, and evaluation of Archival Collection Services staff, interns, and volunteers.
- Works collaboratively with Library Collection Services on the operation of the Automated Storage and Retrieval System (ASRS) to ingest and retrieve collection materials.
- Coordinates with other departments on the maintenance of archival collections.
- Serves on committees within the Library & Archives.
- Participates in collection development, including appraisal and acquisitions.
- Prepares statistical assessments and other reports related to the archival holdings.
- Serves as the Library & Archives' Records Disposition Officer; works alongside the Division of Records Management to review RDAs as they relate to disposition of state records.
- Collaborates with administration and other section directors in developing long-range programs and services.
- Performs other duties as necessary to keep the section running effectively.

Minimum Qualifications:

Education and Experience:

- Master's degree with a concentration in library science or archives management from an ALA-accredited program, or an advanced degree in history or a related field.

- A minimum of four years of professional experience in library and/or archival work with increasingly responsible and/or supervisory positions, including at least one year of administrative experience.
- Experience with ArchivesSpace and/or Preservica preferred.

Knowledge and Abilities:

- Demonstrated advanced knowledge of the process and principles of records appraisal and disposition, and the basic principles of archival theory and practice.
- Demonstrated knowledge of EAD and DACS.
- Proficiency in the best practices for electronic access to collections and digital preservation systems.
- Excellent verbal and written communication skills.
- Experience working collaboratively and independently with varied groups within a complex organization and rapidly changing team environment.
- Ability to demonstrate vision, strategic thinking, collaboration, and inclusive leadership skills.
- Ability to effectively plan, organize, and coordinate activities within the section.
- Ability to recognize and set priorities, and to use initiative to guide independent decision making.
- Ability to lift and carry boxes of records weighing up to forty pounds.

Physical Requirements:

- Good hearing, vision, and manual dexterity.

Health, Safety, and Collections Security:

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect materials, property, and/or the collection from loss, mutilation or theft.

Salary: \$73,500, plus the State of Tennessee benefits package.

To Apply: Please email your resume and cover letter with salary requirements to sos.hr@tn.gov. Please include the position you are applying for in the email subject.