

Deputy Administrator Archives and Records Services

**STARTING ANNUAL SALARY PLUS BENEFITS: \$67,407.98
DEADLINE FOR RECEIVING APPLICATIONS: September 2, 2016**

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application. If you have any questions about the application process please call 601-576-6866.

The Director of Archives and Records Services Division of the Mississippi Department of Archives and History will have overall strategic and operational responsibility for areas including electronic records, state and local government records, manuscript and image collections, reference services, and reformatting. This position is part of the senior management team and reports to the department director.

Key Responsibilities:

- Directs the activities of the various units of the division through the section heads.
- Formulates policy, rules, and regulations, as necessary.
- Responsible for leading, planning and managing the state records management program, local government records program, reference services, and collections acquisition, processing, and preservation.
- Leads the transformation of state agency records management processes to address the challenges posed by electronic records.
- Conducts long-range planning in conjunction with subordinate supervisors, including the development of budgets, goals and objectives, and plans for program changes.
- Oversees major program activity of various units through periodic review and reports from subordinate supervisors.
- Seeks and implements external grants and funding.
- Represents the agency through public speaking engagements, involvement with panel discussions, and attendance at meetings related to the mission of the agency.
- Exercises authority in establishing objectives, standards, and control measures within the context of broad, general guidelines for programs having significant statewide impact.

Education and experience must meet one of the following criteria:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Seven (7) years in the special experience defined, six (6) years of which must have included line or functional administrative or advanced technical supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Eight (8) years in the special experience defined, six (6) years of which must have included line or functional administrative or advanced technical supervision directly related to the responsibilities listed above