The Oklahoma Department of Libraries (ODL) is now accepting applications for the position of Archives and Records Management Director (Administrative Archivist I). Salary range is $57,358 to $84,125 depending on education and experience.

**About the Oklahoma Department of Libraries**

As the official state library of Oklahoma, ODL strives to ensure every Oklahoman has access to innovative, quality library and information resources and possesses the literacy skills needed to be successful in the global economy, to participate in democracy, and to accomplish individual life goals.

Located in the State Capitol Complex at 200 NE 18th St in Oklahoma City, ODL serves the information and records management needs of state government, supports public library development, coordinates statewide library information technology projects, and serves the public through its specialized research collections, including state and federal document depositories and the State Archives. ODL has a collection of nearly 700,000 volumes and an annual budget of approximately $8.7 million.

**About the State Archives and Records Management Department**

From quill pen letters inked during territorial days to the pixels that display jpegs, the State Archives at the Oklahoma Department of Libraries is the permanent repository for state government records of historical significance. Access to public records sustains government transparency and is the anchor of democracy. Included in the more than 24,000 cubic feet box collection from pre-statehood territorial days to now are:

* Governor’s papers
* House and Senate bill files
* Oklahoma Supreme Court Cases
* State agency annual reports
* Aerial photographs

Not only are archival collections permanent and irreplaceable, but the building that houses those collections must be thought of with the same long-life expectancy. A $17.6 million renovation of the Allen Wright Library building is underway to address the physical storage and access requirements of the State Archives. Benefits of the renovation include:

* Facilitating access to historical documents through a centralized location.
* Providing secure records storage with climate control features for temperature and humidity
* Enabling the State Archives to complete its statutory duty to collect state documents and make them accessible, thereby reducing the number of state documents that continue to be held by state agencies.
* Developing and maintaining an electronic records management system for digital preservation, digital repositories, and a digital asset management ecosystem (DAME)

It’s a pivotal moment in the history of the Department of Libraries for an enthusiastic person with a passion for serving state government to lead and cultivate the A&RM Department. This person will build a department that fulfills statute requirements, influences the collection layout for renovation, and develops an innovative digital collection platform that will bring our online collections to life.

The work is important, but the right person to take on the work is vital. Join the Oklahoma Department of Libraries and State Archives to preserve state government history by investing in its future.

We offer an excellent benefits package, including:

* A comprehensive health insurance package – medical, dental, vision, life insurance, dependent life insurance, and flexible spending accounts for health care expenses and/or dependent care;
* A generous [**benefit allowance**](https://oklahoma.gov/content/dam/ok/en/employee-benefits/documents/2023-forms/2023-BEG_Final.pdf) to offset the cost of insurance premiums for employees and their eligible dependents;
* Retirement plans: Defined Contribution Plan or Deferred Compensation Plan;
* 15 days of annual leave per year, increasing after five, ten and twenty years of employment;
* 15 sick leave days per year;
* 11 paid annual holidays;
* Longevity bonus after 2 years of service that increases every two years;
* Employee discounts with a variety of companies and vendors;
* Flexible work schedules and hybrid teleworking option.

## **Job Summary:**

The Archives and Records Management Director (Administrative Archivist I) provides leadership, strategic vision, collection development oversight, program strategy, and budget management for the State Archives and Records Management Department. They plan, develop, implement, and monitor program functions relating to appraisal, arrangement, description, access, preservation, and maintenance of records to ensure quality access and preservation of the permanent government records of Oklahoma. They direct and supervise archival and records management staff, advise and foster collaboration with state agencies on archives and records management best practices, and promote the Archives and State Records programs through outreach programs, educational presentations, and grant projects sponsored by the Department on behalf of the Oklahoma Historical Records Advisory Board, which is funded by the National Historical Publications and Records Commission (NHPRC).

## **Job Duties:**

* Plans, organizes, directs and coordinates the operations of the State Archives and Records Management Department of the Oklahoma Department of Libraries.
* Develops and implements policies, rules, and regulations; recommends and implements procedural changes to improve the quality of services.
* Drafts legislation, rules and regulations pertaining to the archives and records management programs.
* Plans, supervises, and coordinates staff activities, including assessment of staff needs and assignment of work.
* Participates in the preparation of the budget, automation needs, and other administrative functions and reports.
* Advises all branches of state government on records management programs, practices and applicable statues, rules and regulations.
* Coordinates activities of the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.
* Reviews state agency requests for authorization to destroy state government records, in accordance with applicable statues, rules, regulations and Records Disposition Schedules approved by the Archives and Records Commission.
* Provides in-service training to staff and representatives from other state agencies.
* Represents the agency at public programs, on official business and at professional conferences and seminars.

## **Minimum Qualifications:**

## Master's degree in archival administration, library science, history, political science, public administration, or a related field, and

## Seven years’ experience as a professional archivist or records manager, including

## Two years in a supervisory or managerial capacity.

## *Note: No substitution will be allowed for the required experience in a supervisory or managerial capacity.*

**Preferred Qualifications:**

* Experience in digital preservation, digital repositories, and developing and maintaining a digital asset management ecosystem (DAME);
* Experience in developing and maintaining an electronic records management strategy;
* Engagement in relevant professional community groups and collectives, such as the Council of State Archivists (CoSA) State Electronic Records Initiative (SERI), or the Society of American Archivists (SAA) Electronic Records Section (ERS);
* Knowledge of archives and library arrangement description standards and principles to include: DACS, EAD, DCRM, MARC21, AACR2, RDA, LCSH.

## **Knowledge and Skills:**

* Knowledge and application of contemporary and emerging principles and techniques of archival standards of appraisal, preservation and management;
* Knowledge and application of contemporary and emerging principles and techniques of records and information management;
* Knowledge and application of state laws and administrative rules and regulations related to records management and archival records;
* Knowledge and application of current archival and records management technologies;
* Knowledge and application of management and supervisory principles and practices;
* Knowledge and application of research methods to perform independent research, including electronic resources and library cataloging tools;
* Ability is required to effectively plan, direct, evaluate and coordinate activities of multiple work units and external constituencies;
* Ability to identify organizational problems and develop effective solutions;
* Ability to establish and maintain effective working relationships with others;
* Ability to interpret, analyze and resolve highly complex administrative and personnel problems;
* Ability to communicate effectively, both orally and in writing;
* Ability to write grant proposals and implement grant programs;
* Ability to climb ladders, bend, squat, lift, kneel and carry boxes weighing forty (40) pounds;
* Ability and willingness to travel to historical records collections found in libraries, archives and museums, and meetings and conferences throughout the state.

*NOTE: This position is required to travel from ODL to the State Records Center located at 426 E. Hill St and the State Records Annex located at 125 NE 25th St using the employee’s personal vehicle. Maintaining a valid driver’s license is required.*

*The Oklahoma Department of Libraries is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*