

Internal and External

Job Bid #34788

Date Posted: October 10, 2014

Date Closed: November 10, 2014

Director, Department of Archives and History

Archives Department

EC-08

\$51,554 - \$81,663

The Baldwin County Commission has an opening for a Director in the Department of Archives and History. The position reports to the County Administrator. The responsibilities of this position include, but are not limited to, organizing, planning and coordinating the creation, maintenance, storage, preservation, and disposition of activities of a wide variety of county records and materials which will ensure compliance with professional and legal standards. Work functions will include administrating the archival program and work space, directing the county's archival program, and determining the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value. Must be able to supervise and manage employees to include delegating work, evaluating performance, and resolving conflicts as needed to ensure the productivity of the program. The responsibilities will also include serving as a liaison to the Baldwin County Historic Development Commission and accomplishing a myriad of historical and civic responsibilities as assigned.

Applicants must have a bachelor's degree from an accredited four year college or university in history, political science, government, public administration or closely related field and two (2) graduate courses in archival administration. A master's degree from an accredited four year college or university in one of the areas listed above or library science including two (2) graduate courses in archival administration is preferred.

If the applicant does not have two (2) graduate courses from an accredited four year college or university in archival administration, he or she will need a bachelor's degree in one of the areas listed above and one (1) year of professional level experience in archival work and records management in an archival repository. Professional archival work involves records appraisal, arrangement, description, preservation or reference, and access activities.

You must attach to the application: (1) an academic transcript of all college work, (2) the title and a written description of each graduate course you have taken in archival administration and (3) a type-written response in 250 words or less to the following essay question: Describe your work experience and/or education and relate how it prepared you for a position in Archives.

Successful applicants must be insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and may be subject to a pre-employment drug test and physical.

Anyone interested in being considered for this position must submit an application to the Personnel Office by November 10, 2014. Applications can be mailed to 312 Courthouse Square, Ste 17, Bay Minette, AL 36507, faxed to (251) 937-0367, or emailed to personnel@baldwincountyal.gov.

Baldwin County is an Equal Employment Opportunity Employer.