

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
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Human Resources Director

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State Librarian and Archivist
Tennessee Department of State
Tennessee State Library and Archives

Supervisor: Secretary of State

Summary: Under the direct supervision of the Secretary of State, plan and direct the programs and services of the Tennessee State Library and Archives and the Regional Library System as directed in Title 10 of the Tennessee Code.

Duties/Responsibilities:

- Lead the agency in the fulfillment of its mission to preserve the record of local and state governments for public scrutiny.
- To secure and make accessible historically significant records and other valuable resources.
- To meet the reading needs of Tennesseans with disabilities.
- To improve library services statewide; to support and extend cooperative resource sharing activities.
- To assist with establishing and advising county archives and county records commissions.
- To secure and effectively deploy federal, state, and other resources for the purpose of improving library and archival services and programs statewide.
- Working with the Secretary of State, serve as the state library and archives spokesperson and representative on all legislative issues within the mission of TSLA.
- Serve as the liaison to advisory groups; federal, state, and local government officials; library, archival, historical, records management, and cultural heritage groups and organizations; and the general public.

Minimum Qualifications:

Education and Experience:

- Master's degree in Library or Information Science from a program accredited by the American Library Association.
- Ten years of post-masters experience working in libraries in progressively responsible positions.
- Supervision of budgets and personnel management for a minimum of five years.
- Experience in recruiting and retaining a diverse workforce.

Knowledge and Abilities:

- Responsibility for preparing grant proposals, evaluating proposals from other institutions, experience with administering large grants.
- Knowledge of and experience in special collections or archival programs.
- Proven record administrative experience in budgeting, planning, and evaluation.
- Ability to forge partnerships to support programs and services.
- Knowledge of and ability to work successfully with the legislative process in a positive manner.
- Ability to speak before groups and testify before elected or appointed officials.
- Ability to communicate effectively orally and in writing.
- Ability and willingness to travel frequently and independently.
- Work experience in more than one type of library preferably public and research libraries.
- Experience in the application of automated information management systems to libraries, archives, resource sharing, and business problems.
- Work experience in a State Library Administrative Agency.

Salary: Commensurate with experience.

To Apply: Email your cover letter, resume, and references to the Division of Human Resources, sos.hr@tn.gov Please include the position you are applying for in the subject line.