

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources and Organizational Development  
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**JOB ANNOUNCEMENT**

**Archivist 2 - Preservation**

Tennessee Department of State  
Tennessee State Library and Archives  
Preservation and Digital Services

**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:** Director of Preservation and Digital Services

**Summary:** Coordinates the digital preservation activities associated with newspaper and county records preservation initiatives.

**Duties/Responsibilities**

- Coordinates discussions with county officials to arrange for the transfer and ingest of permanent-value county digital records to the Library and Archives.
- Arranges and describes digital records and uploads these records into the Library and Archives' digital preservation system (Preservica).
- Assists with the development and maintenance of a statewide digital repository.
- Develops and maintains professional skills by participating in continuing education and professional development activities such as conferences, workshops, and committee work; conducting research or writing for publication; or engaging in other creative and learning activities.
- Participate in job-related organizations such as STA, TAM, AASLH, CoSA, NAGARA, SARC, SAA, etc.

**Minimum Qualifications**

**Education and Experience:**

- Master's degree in Library/Information Sciences, Archives Management, Public History, or a related field from an accredited college or university.
- A minimum of three years of experience working with archival collections, library special collections, or records management.
- Demonstrated experience in archival arrangement and description required.

- Cataloging experience preferred.

**Knowledge and Abilities:**

- Knowledge and understanding of the process and principles of records appraisal and disposition and the basic principles of archival theory and practice
- Demonstrated competency in spreadsheet, database, and word-processing skills
- Strong competency in English composition equivalent to that of a successful research paper at the graduate level
- Excellent oral and written communication skills and the ability to work collegially are essential.
- Ability to work in confined quarters and dusty or damp conditions for extended periods of time during the examination of neglected records storage
- Ability to lift and carry boxes of books and records weighing up to forty pounds up flights of stairs

**Salary:** \$51,300 annually plus the State of Tennessee Benefits Package.

**To apply:** Please email your letter of interest and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the job you are applying for in the subject line.