

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
312 Rosa L. Parks Avenue, 7th Floor
Nashville, Tennessee 37243-1102

Ashley Bowers
Director

615-253-4548
Ashley.Bowers@tn.gov

JOB DESCRIPTION

Archivist 3
Tennessee Department of State
Tennessee State Library and Archives
Archives Development Program

Location: Nashville, TN

Supervisor: Assistant State Archivist

Summary: The person in this position, has the responsibility to coordinate the following functions in support of the administration, development, and promotion of archival and records management programs in the counties and municipalities of the State of Tennessee.

Duties and Responsibilities:

- Works as part of a team of consultants to provide support and assistance to local historical records repositories and governmental archives.
- Coordinates and conducts site inspections and surveys of county and municipal records management offices and archives.
- Leads discussions with local government officials, archivists, historians, and genealogists about developing, equipping, supplying, and operating local archives.
- Serves as the Deputy State Historical Records Coordinator or the Secretary of the Tennessee Historical Records Advisory Board.
- Coordinates and monitors state and federal grants and regrants, ensuring applications, status reports, and expenditures are submitted accurately and by deadlines.
- Prepares and distributes informational literature on local archives management to and for local government archives and records managers.
- Reviews and maintains familiarity with existing local government records development goals, plans, and evaluation criteria.
- Assists the Assistant State Archivist with analyzing evolving conditions and makes recommendations for improvement in local records development goals, plans, and criteria
- Oversees the Tennessee Archives Institute and other events, developing curriculum, securing speakers, managing the events, and communicating with participants.
- Develops, coordinates, and delivers archival continuing education opportunities throughout the state.

- Conducts discussions with the records management division, the county technical assistance service, and the municipal technical advisory service about the development and employment of records disposition schedules for local records.
- Serves as the point of contact for County Public Records Commissions on issues related to the disposition, use, and management of public records, including the review of pending records disposals.
- Represents the Tennessee State Library and Archives at professional and historical meetings to share experiences and solve problems related to archives and local records management.
- Under the direction and oversight of the Assistant State Archivist, coordinates special projects and works on institution-wide team efforts.
- Supports continuing education and outreach duties at the Library & Archives, including exhibition and research projects.
- Performs other duties as assigned.

Minimum Qualifications:

Education and Experience

- Master's degree in Archives Management, History, Public History or Library/Information Sciences from an accredited college or university.
- Experience equivalent to five years of professional archival work, including at least six months of experience in arranging and describing archival collections.
- Project management experience preferred.

Knowledge and Abilities

- Excellent written and spoken communication skills and must have the ability to multi-task with great attention to detail.
- Demonstrate knowledge and understanding of the process and principles of records appraisal and disposition and the basic principles of archival theory and practice.
- Knowledge and understanding of current literature on and archival implications of electronic records and imaging systems.
- Knowledge and understanding of current and emerging technologies and methodologies as applied to archival management.
- Must be able and willing to travel independently throughout the state of Tennessee and hold a valid Tennessee driver's license.
- Ability to work in confined quarters and dusty or damp conditions for extended periods of time during examination of neglected records storage.
- Ability to lift and carry boxes of books and records weighing up to forty pounds.

Salary: \$55,600 annually plus the State of Tennessee benefits package.

To apply: Please visit [this link](#) to apply. **Deadline to apply:** February 20th at 4:30 p.m. CST