

# **Lauderdale County- Job Description**

## **Archives Director**

### **Purpose of Position**

To be responsible for the daily operation of the Archives Department in accordance with Lauderdale County policies and procedures.

### **Major Duties and Responsibilities**

- Manage the operations of the Archives Department
- Maintain records in accordance with Mississippi Department of Archives and History guidelines.
- Receive accession records, ledgers, manuscripts, or any other historical or administrative items to be retained in the Archives Department.
- Review and catalogue each accession record or other historical or administrative items to be retained in the Archives Department.
- Review and catalogue each accession record or other items and assign location.
- Greet visitors and respond to requests for information received by mail and telephone.
- Retrieve records as requested by patrons while ensuring that records are not removed from premises or defaced in any manner; photocopy records or issue to patrons as requested.
- Perform minor repairs to records and books to prolong their shelf life.
- Maintain records retention schedules and assist county departments as requested.
- Receive and store records from county departments according to the guide lines of Records Retention.
- Secure and ensure proper storage of records.
- Repair, clean and stabilize any books or sets of paper requiring restoration prior to preservation.
- Perform other duties as directed

### **Required Skills, Knowledge and Abilities**

- Strong interpersonal skills are necessary to maintain a good working relationship with the public and fellow employees.
- Ability to communicate well and understand written or oral instructions and read, analyze and interpret documents, instruction manuals, policies and procedures.
- Must have strong Microsoft Office skills, specifically in Word, Excel.
- Knowledge of office procedures, equipment and terminology is essential.
- Ability to perform various tasks under disaster recovery conditions.
- Must be able to come to work promptly and regularly.
- Must be able to react to change productively and to handle other tasks as assigned.
- Strong recordkeeping and filing skills are required.
- Ability to use logical reasoning to carry out instructions provided in written, oral or diagram form.
- Ability to maintain the highest degree of confidentiality is essential for this position.
- Knowledge and experience in the field of document and book preservation and historical research.
- Accuracy in record keeping.

## **Education and Qualification Requirements**

- High School Diploma or its equivalent.
- Minimum of three (3) years in a related field preferred.

## **Supervisory Requirement**

This position supervises at least 2 employees and possibly trustees.

## **Physical Demands and Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually high to moderate.