

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-082**

OPENING DATE: 16 APRIL 25 CLOSING DATE: 30 APRIL 25 AGENCY: 5705 PINS: 008

POSITION: Special Projects Officer (Museum Archivist)

STARTING SALARY: \$ 36,692.59

LOCATION OF POSITION: JFH-MS, Camp Shelby Joint Force Training Center, 1001 Lee Ave., Camp Shelby, MS 39407.

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: mhopson@mil.ms.gov ; **Or Hand Delivered to: STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237; **Or Mailed to:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. Qualified Candidates must possess at least a bachelor's degree from an accredited four-year college or university program in Library Science, History, or a related field and five (5) years of archival experience.
2. Highly qualified candidates possess a master's degree from an accredited four-year college or university in history, library science or a related field and at least three (3) years of experience in archives work.

DUTIES AND RESPONSIBILITIES

1. Accessions, catalogs, organizes and establishes protocols for the care and use of the museum's archival collections. Advises the Museum Director regarding materials and resources needed to maintain the museum archival collections to professional standards.
2. Performs general conservation and preservation for archival materials including, but not limited to, paper, film, magnetic, and photographic materials. Advises the Museum Director of issues that require work for conservation/preservation contracts.
3. Evaluates materials offered as donations to the museum archives and makes recommendations to the Museum Director and staff regarding acquisition of archival material.
4. Evaluates materials held in the museum archives and make recommendations to the Museum Director and staff regarding de-accessions of archival materials/collections.
5. Performs administrative duties associated with the acquisitions, preservation, and the use of the museum's archival collection. Ensures protection of donors and/or museum copy right and other related proprietary interest. Creates, executes, and aids in the creation of written documents such as grants, reports, letters, and use and gift agreements.
6. Creates and maintains finding aids to the museum's archival holdings.
7. Answers public inquiries regarding the museum's archival collections and aids the public regarding the usage of museum resources.
8. Serves as the Museum Librarian for the Museum's non-lending library. Ensure that the museum library is properly ordered and appropriate procedures established.
9. Performs other/additional duties as assigned by the Museum Director.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.gov, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

THE SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.