

Job opportunity

Jasper County Records Center Director/Archivist

The Jasper County Clerk 's office is accepting applications/resumes for this position January 16-February 2, 2018. You may email your resume to countyclerk@ecarthage.com or mail it to the Jasper County Clerk's office, 302 S. Main St., Room 102, Carthage, Mo. 64836.

Job functions and/or general responsibilities; knowledge, skills and abilities; and qualifications are listed below. For any other details concerning the position, contact the Jasper County Clerk's office.

Jasper County is an equal opportunity employer.

Jasper County Record Center Director

Job Functions and/or General Responsibilities:

- This position is primarily responsible for providing records management and archival preservation advice and assistance to local county offices.
- Consults with public officials on records storage and disposition issues; provides advice and information on public records concerns.
- Carries out the following direct program efforts: conducts records inventories, implements approved retention schedules, employs the efficient use of storage space and equipment, arranges and describes county records, and prepares records for microfilming and digitization.
- Assists in the administration and oversight of the Local Records grant projects.
- Trains and monitors volunteers and student interns who contribute to numerous projects.
- Assists and makes available the Center's resources to visitors.
- Responds to requests from area library and museum directors, historical and genealogy societies and participates in seminars and other cooperative projects.
- Delivers oral presentations and historical tours for students and civic organizations.
- Works with artifact collection and develops displays for exhibits at the Jasper County Courthouse and responds to request from the County Commission on issues of Jasper County history and courthouse preservation.

Knowledge, Skills and Abilities:

- Knowledge of archival and records management principles and practices.
- Familiarity with various types of local government offices and records series.
- Ability to establish and maintain effective working relationships with associates, public officials, private groups and the public.
- Ability to express ideas clearly and concisely orally (public speaking) and in writing.
- Broad knowledge of state and local history.
- Ability to construct historical displays.
- Supervisory and organizational skills.
- Familiarity with Microsoft Office.

Qualifications:

- BS in history, historical administration or library science (with an archival component) is preferred but not limited to. Must be able to lift and carry a forty-pound box, climb a ladder to retrieve materials and work in environments which may contain dust and mold.

The above job description in no way implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department.