



Non-Merit Job Vacancy Announcement

DIVISION DIRECTOR/STATE ARCHIVIST

Pay Grade:	19	Position Type:	Full Time
Salary or Range:	\$56,756.88 - \$75,190.08 yearly	Work Schedule:	Mon - Fri
FLSA Designation:	Exempt	Work Week:	37.5

Agency: Kentucky Department For Libraries And Archives
Work Address: 300 Coffee Tree Rd.
Frankfort KY 40601
Work County: Franklin

AGENCY COMMENTS:

The Kentucky Department for Libraries and Archives (KDLA) in the Education and Workforce Development Cabinet is seeking qualified applicants for the position of Director of the Division of Archives and Records Management who will serve as State Archivist and Records Administrator. Visit our website at <http://kdla.ky.gov>

DESCRIPTION OF JOB DUTIES:

Provide statewide leadership in the area of archival services and records management.
Provide oversight and direction to five branches within the division: State Records, Electronic Records Management, Archival Services, Micrographics & Imaging, and Local Records.
Work with legislators and state and local officials regarding public records management issues.
Develop partnerships that enhance archives and records management programs.
Participate in strategic planning and budget processes.
Promote resource sharing through information technology.

MINIMUM REQUIREMENTS:

EDUCATION:

EXPERIENCE:

Preferred Qualifications:

Demonstrated experience and professional leadership within an archival and/or records management program;
Knowledgeable about latest trends and developments in archives and records management Participation in local and/or national professional archival or records management associations, including presentation of papers or sessions at professional meetings; Ability to communicate and work with individuals from diverse backgrounds and with varying levels of awareness of the work of the Division.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 3/31/2016)

[Posted on: 3/2016]

Complete an Unclassified Service State Application at: <https://personnel.ky.gov/NonMeritCandidate/> and submit a resume and letter of interest to Stephany Ivers, Human Resource Administrator, Education and Workforce Development Cabinet via email StephanyJ.Ivers@ky.gov or to EWDC/Human Resources, 500 Mero St., 2nd Floor, Frankfort, Kentucky, 40601.

Contact Name: Stephany Ivers

Contact Method: StephanyJ.Ivers@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.