



State of Maryland

**The Maryland State Archives is seeking qualified candidates for
State Archivist & Commissioner of Land Patents to work in Annapolis, Maryland.**

INTRODUCTION

As the historical agency for Maryland, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland Colony in 1634 to the present day. The State Archives identifies, appraises, acquires, describes, preserves, and makes physically and electronically available (in a secure and dynamic environment) the permanent records of Maryland's past, while providing reliable current information to citizens and public officials for the better administration of Maryland government and understanding of Maryland history. The Archives describes Maryland state, county, and municipal government agencies, and their origin, functions, structure, personnel, historical evolution, reports, and other aspects of Maryland and its history; and encourages the study of Maryland government and history. The agency also serves as the custodian of the state's fine art collections.

GRADE

9907/ \$97,328.00- \$129,969.00 Yearly

LOCATION OF POSITION

Annapolis, Maryland

MAIN PURPOSE OF THE JOB

This position is the State Archivist of Maryland who plans, directs, manages, and administers all aspects of the Archives. The position is responsible for the general administration and day-to-day operation of the State Archives. This position prepares the Archives' budget and directs program managers. This position directs and supervises the program managers, who provide direct Archives services to the public, government officials, and private businesses. This position proposes, develops, implements, and monitors Archives' goals, objectives, policies, procedures, and practices. This position develops contract specifications for Archives' procurements, especially Information Technology hardware and software. This position reports directly to the governor of the state of Maryland.

POSITION DUTIES

- Direct, manage, and supervise the managers of Archives programs: Administration, Fiscal Services & Personnel; Information Systems Management; Appraisal and Description; Reference Services; Artistic Property & Public Outreach; Constituent & Interagency Services; Digital Acquisition,

Processing & Publication; Government Information Services; Research & Student Outreach; and Conservation & Preservation. Establish overall policies and procedures for the programs, oversee their implementation, and monitor the results, approving major revisions. Evaluate the work of program managers through the PEP Program.

- Prepare the Archives' budget and manage the Archives' fiscal affairs including the preparation of the annual report and budget requests; monitor revenue and expenditures; develop grant budgets and secure grant income; and generate revenue from special projects. Oversee and manage the personnel resources of the Archives and determine organizational structure, funding sources, and staffing needs. Establish overall program goals, standards, and controls to meet the Archives' Managing For Results objectives.
- Direct information systems management including the acquisition, implementation, and monitoring of computer hardware and software. Direct the development of computer applications, network administration, and web-site creation. The position ensures that these systems facilitate on-line access to information by the public, government officials, and private businesses. Develop contract specifications for Information Technology procurement.
- Represent the Archives before legislative committees, the governor, and the courts. Prepare the budget detail and justification presented to legislative committees and the governor. Prepare the budget detail and justification for presentation of new initiatives on land records preservation and access to the Administrative Office of the Courts and new initiatives on probate records before the registers of wills. Meet with senior-level public officials from federal, state, county, and local government agencies concerning Archives' activities.
- Manage the Hall of Records facilities to ensure that mechanical, electrical, telecommunications, security, and safety equipment are maintained. Monitor general housekeeping, grounds keeping, building, and systems renovations, as well as new equipment installation.
- Manage the Land Patents Program and administer the provisions of Real Property Article, Title 13, Land Patents. Determine the existence of vacant land and add that land to the tax assessment rolls or make the land available for public use. Provide expert knowledge on land patent issues and other real property matters to the agency assistant attorney general; to state, county, and local public officials; to private surveyors; and to the general public. Instruct the Archives' staff on real property reference issues.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Bachelor's Degree from an accredited university

Experience:

Five years of experience in managing an archival program, which should include:

Three years of experience in directing and managing an information technology program; and

Three years of experience in managing a program within a government agency.

PREFERRED QUALIFICATIONS

The ideal candidate will have:

An advanced degree in archival studies, public history, history, business studies, or library and information science;

Two years of experience working with the Maryland state government including the areas of budget, procurement (COMAR Title 21), and personnel (COMAR Title 17, Subtitle 4), including one year of experience working with the Legislature.

LIMITATIONS ON SELECTION

Only applicants who meet the minimum education and experience requirements will be considered for appointment. Although the preferred qualifications are desired, they are not required to be considered for appointment. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the minimum education and experience requirements. All information concerning your qualifications must be submitted by the closing date. Information submitted after deadline will not be considered. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified.

SPECIAL REQUIREMENTS

This is an Executive Service Position which serves at the pleasure of the governor of Maryland.

Applicants will be subject to a background investigation to include credit, criminal, and driving history.

BENEFITS

State of Maryland Employment Benefits: The Maryland State Personnel Management System family-friendly benefit practices and policies offer support and flexibility.

Leave Benefits: The leave package includes from ten to 25 days of annual (vacation) leave per year, depending on seniority, as well as six personal days each calendar year. In addition, the state offers 11 paid holidays and 15 days of sick leave per year. State leave policies also adhere to the Family Medical Leave Act of 1993.

Health Coverage: This includes medical, prescription, dental, vision and behavioral health coverage, as well as the possibility of life, accidental death and dismemberment, and long-term care insurance plans at low group rates.

Reduced Child and Health Care Costs: The state offers Health Care and Day Care Flexible Spending Accounts. These plans allow saving, on a pretax basis, for health care and day care costs incurred during the plan year.

Flexible Work Schedules: Employees of the state of Maryland typically work a forty-hour week. Many agencies offer employees flexible work schedules. The Teleworking Program enables eligible state employees to work at home, at a satellite office, or at a Telework Center.

Retirement Benefits: Maryland state employees are eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are also eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan.

Free Mass Transit Benefit: Permanent state employees are entitled to use the Light Rail, the Baltimore Metro Subway, and bus service in the Baltimore metro area at no charge with a valid state ID card. This benefit can be used any time of day or evening, including weekends. The Free Mass Transit Benefit does not include the MARC trains, commuter buses, or any special event buses.

FURTHER INSTRUCTIONS

Job opportunities within the Maryland State Archives are now accessible through JobAps, the Statewide Recruitment, Examination and Applicant Tracking System. The online application process is **STRONGLY** preferred. By using the department filter and highlighting "State Archives", you can view all active recruitments within the agency. First-time users can register for an account by selecting a position to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields. Click [here](#) to apply. If online access is not available, you may submit a paper application and resume, to: Maryland State Archives 350 Rowe Blvd, Room 245 Annapolis, Maryland 21401 Attn: Teresa Fawley or teresa.fawley@maryland.gov or FAX: 410-974-3895. All materials must include the applicant's name and the job number and must be received by 5:00 p.m. of the closing date.

TTY Users: call via Maryland Relay.

We thank our veterans for their service to our country and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who are reflective of the state's diversity.