

**POSITION ANNOUNCEMENT  
RECORDS MANAGER  
GEORGIA ARCHIVES**

The Georgia Archives, a unit of the Board of Regents of the University System of Georgia, invites applications for a full time Records Manager. The Georgia Archives is located in Morrow, Ga. The State Records Center is located in Austell, Ga.

**JOB SUMMARY**

This highly visible position works closely with Archives staff and with local and state government agencies throughout Georgia to provide information, guidance, and assistance to agencies in managing records and information.

**RESPONSIBILITIES**

**Provides advice and assistance in records management**

Provides advice and assistance in records management to local and state agencies as well as units of the University System.

**Assists local government agencies with schedules**

Assists local government agencies in writing, updating and submitting records retention schedules to the State Records Committee.

**Prepares and makes presentations**

Prepares and makes presentations.

**Assists with the operations of State Records Center**

Assists with the operations of State Records Center as needed.

**REQUIRED QUALIFICATIONS**

**Educational Requirements**

Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field such as Archival Administration, Library Science, History, Public History, or Political Science and that includes classes in Records Management and in Archives.

**Other Required Qualifications**

Possession of a valid driver's license.

**Required Experience**

Experience sufficient to provide records management assistance, advice, guidance, and information to state and local agencies and to develop records retention schedules, usually interpreted to require two or more years of related experience.

**PREFERRED QUALIFICATIONS**

### **Preferred Experience**

Two years' experience as an employee of a state archives preparing records schedules for submission to a state records management oversight agency.

### **KNOWLEDGE, SKILLS, & ABILITIES**

#### **Abilities**

- 1) Ability to speak to groups
- 2) Ability to follow instructions
- 3) Ability to work independently
- 4) Ability to analyze records management issues and provide solutions

#### **Knowledge**

- 1) Knowledge of Georgia government and history
- 2) Knowledge of purpose of archives
- 3) Knowledge of records management theories and practices
- 4) Knowledge of current electronic records environments and strategies

#### **Skills**

- 1) Skill in written communication
- 2) Skill in collaborating with multiple constituents
- 3) Skill in interpersonal relations
- 4) Skill in oral and written communication

### **EMPLOYER INFORMATION**

Founded in 1918, the Georgia Archives identifies, collections, provides access to, and preserves Georgia's historic records. As the state archives of Georgia, one of the original thirteen colonies, the Georgia Archives holds a rich collection of colonial and state records covering nearly three centuries. The Georgia Records Act, establishing the Georgia records management program, was signed into law by Gov. Jimmy Carter in 1972. The State Records Center, which houses temporary state records, houses approximately 140,000 cubic feet of records. The Georgia Archives, as a unit of the Board of Regents, is not part of a specific institution of higher education. The Board of Regents is a state agency.

### **LOCATION**

The Georgia Archives is located at 5800 Jonesboro Road, Morrow, Georgia, and is adjacent to Clayton State University and the National Archives at Atlanta. The State Records Center is located at 7815 Third Flag Parkway, Suite 400, Austell, Georgia. Morrow is in Clayton County and Austell is in Fulton County. Both are part of the Atlanta metropolitan area.

### **SALARY**

\$53,037

### **BACKGROUND CHECK**

A successful background check will be required for successful candidate prior to hiring.

## **APPLY**

To apply, please visit the [University System job site](#) and look for Records Manager.

## **Equal Employment Opportunity**

The University System Office is an equal employment, equal access, and equal educational opportunity, and affirmative action institution. It is the policy of the University System Office to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50).

For questions or more detailed information regarding this policy please contact the University System Office Human Resources at 404.962.3242. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact Human Resources.

## **Other Information**

This is not a supervisory position.

This position does not have any financial responsibilities.

Yes, this position will be required to drive.

This role is not considered a position of trust.

This position does not require a purchasing card (P-Card).

This position may travel 1% - 24% of the time.

This position does not require security clearance.