Washington State Archives Branch Manager in Bellevue, WA

<https://www.governmentjobs.com/careers/washington/jobs/3146769/library-archival-professional-manager>

Announcement:

LIBRARY & ARCHIVAL PROFESSIONAL - MANAGER

APPLY

**Salary**

$5,229.00 - $7,033.00 Monthly

**Location**

King County – Bellevue, WA

**Job Type**

Full Time - Permanent

**Department**

Office of the Secretary of State

**Job Number**

21 AR LAP MGR 0888

The Office of Secretary of State (OSOS) offers some of the most unique and diverse job opportunities in state government. Its critical responsibilities include: ensuring a fair and accurate elections process; connecting Washingtonians through the power of libraries; protecting our important government records; and registering corporations and charities. The Secretary of State also administers vital community programs that inspire giving, document our history, and assist crime survivors in avoiding further abuse. This independent office under the state Constitution operates from facilities in the Olympia area and statewide.

The OSOS is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance. The benefits of working in state government also include potential eligibility for the federal [Public Service Loan Forgiveness](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service) program.

The [Washington State Archives](http://www.sos.wa.gov/archives) preserves and provides the people of Washington with easy access to millions of legal and historical records of our state and local governments. Washington's Digital Archives is the first of its kind in the nation and accessible worldwide via the web.

Citizens depend on the Archives to research genealogy, state and city history, property transfers, legislative intent, court records, and academic projects. Archives branches are on the Capital Campus in Olympia and college campuses around the state.

**Library and Archival Professional Manager
Full time, permanent**

This position reports to the deputy state archivist and manages the budget, business plans, operation and overall performance in the Puget Sound Regional Branch of the State Archives.

**Please note:***Interviews for this position will be conducted on an ongoing basis. First review of applicants will be July 22, 2021. It is in the candidate's best interest to apply as soon as possible. The hiring manager reserves the right to fill the position at any time.*

**Duties**

**Directs and manages the Puget Sound Regional Branch Archives**
Tasks include:

* Directs and manages the operations of the Puget Sound Regional Branch of the State Archives
* Represents the division's interests in interactions with client state and local agencies, and customers
* Develops, implements, and manages budget, business plans, and the overall performance of the branch
* Plans, implements, leads, and evaluates the development of archival collections and delivery of archives and records management services to the public and client agencies; develops short and long-term goals, and prepares narrative and statistical reports concerning the delivery of archives and records management services
* Hires and supervises staff; assigns work; monitors and works with management on correcting performance issues including coaching and mentoring
* Monitors staff, students, and volunteers performance to ensure the technical and support functions comply with agency policies, procedures, and standards of best practice
* Drives to customer locations for records consultations and pick-ups
* Oversees facility issues working with Bellevue College staff and contractors as needed to assure long-term document preservation and a safe working environment
* Develops and implements draft policies, procedures, and standards of best practice for the safe and secure care and handling of public documents

**Training, consulting & outreach**
Tasks include:

* Prepares and delivers speeches, presentations, seminars and/or workshops to state and local government agencies, advisory groups, and/or public and private organizations
* Creates and coordinates special projects or initiatives which publicize the role and the holdings of the State Archives
* Serves as technical consultant to government agencies and other clients on information systems, imaging standards and requirements, electronic records management systems, micrographics, and records and archives management practices
* Contacts and maintains working relationships with state and local government agencies, outside organizations and special interest groups, particularly identifying any potential training needs
* Conducts tours of the facility, as well as, seeking out and speaking at allied professional and target audience functions

**Miscellaneous**
Tasks include:

* Stays up-to-date with current trends in the archives and records management profession
* Actively participates in professional regional and national organizations
* Other duties as assigned (when not performing managerial duties, will work on routine archival tasks)

**Qualifications**

**Required Qualifications:**

* Master degree involving archives and records management, history or related field
* Five years of progressively responsible experience as a professional archivist
* One year of experience supervising professional level staff performing the following tasks; interviewing, hiring, training, assigning, and directing work and evaluating staff or volunteers
* Ability to efficiently use a personal computer and applicable software to successfully perform the essential job functions of the position

**Preferred/Desired Qualifications:**

* Experience in facilities management including arranging for building services (janitorial, telephone, repairs, utilities) and managing office space requirements (furniture, equipment, supplies)
* Effective oral communication skills to communicate with customers, co-workers, and business contacts, as well as the ability to represent all information to upper management
* Demonstrated experience in a team environment working towards accomplishing your own goals and those of the team, in roles both as a team member and a leader
* Knowledge of laws governing the creation and disposition of federal, state, and local records, and the disclosure and confidentiality of public records
* Experience with electronic records and the use of digital imaging software and tools
* Experience presenting technical information to non-technical audiences
* Active in professional archival and historical organizations

**Supplemental Information**

**Working Conditions**
In this position, the incumbent works primarily in an office setting and temperature cooled records storage environments. Incumbents must have the willingness and ability to work in adverse conditions (working with moldy or dusty materials or in areas that are cramped and/or somewhat confining) and must be able to handle fragile and photographic materials with care and safety. The standard work hours are Monday-Friday from 8:00 AM to 5:00 PM though work can be required outside of the customary hours to include evenings, weekends, and holidays as assigned.  Occasional statewide travel to transport records. The incumbent in this position must have the ability to move and maneuver records storage containers, as well as oversize bound volumes and flat documents that can weigh as much as 40 lbs. with or without a reasonable accommodation, ability to use ladders and other lifting devices to retrieve records as high as 30’ in the air with or without a reasonable accommodation, and the ability to drive a 16’ box truck long and short distances throughout the state with or without a reasonable accommodation. They must represent the Office of the Secretary of State in a competent, confident, and professional manner, including professional dress.

**Special Notes: This position receives an additional 5% geographic assignment pay for being located within King County.**

**How to Apply**

* To be considered for this position you must attach the following:
	+ **Letter of interest**describing how your experience and qualifications relate to the duties and qualifications of the position
	+ **Current Resume**
* You must complete the supplemental questions at the end of this application.  Incomplete responses such as "see resume" will not be considered.  In addition, if the employer you identify in the additional information section is not included on your resume or work experience profile and/or you do not identify an employer, you will not receive credit.
* All veterans must include a copy of your DD214 to receive preference in the hiring process.  You must black out your social security number before attaching it to your application.
* **This position is covered by a union shop provision with the Federation of State Employees (WFSE).**
* **Prior to a new hire, a background check including criminal record history will be conducted.  Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.**
* Must have current Washington state driver's license or have requested and obtained an appropriate accommodation.

*The Office of the Secretary of State is an equal opportunity employer (EOE). We do not discriminate on the basis of religion, age, sex, marital status, race, color, creed, national origin, political affiliation, military status, sexual orientation, or any real or perceived sensory, mental or physical ability. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in alternative format, should call (360) 464-0239.*