

## Sample Job Posting 2015

**Position:** Archival Program Administrator - Electronic Records Archivist

**Posting:**

The Illinois State Archives is seeking to hire an Archival Program Administrator position to serve as the Electronic Records Archivist for the Archives. Under the direction of the director of the Illinois State Archives, this person will:

- Help craft legislation and rules for the management of electronic records by state and local units of government.
- Work with state and local agencies and government associations to educate and train them on ERM principles, help them make good decisions regarding management, software, policies, etc., and serve as a general resource for those needing help in the area. Some travel within the state is required.
- Collaborate with archives & records management staff to provide e-records training, advise on issues related to e-records scheduling, and oversee ERM activities within the Secretary of State's office.
- Write and update guidelines and other resources for agencies to use regarding ERM topics.
- Work with agencies regarding the transfer of e-records to the archives
- Work with the Council of State Archivists and its State Electronic Records Initiative to help to continue to develop the program here. This will involve networking with e-records archivists from other states and also with leaders in the field of e-records management and archives.
- Write and manage grants related to electronic records management funding.

This is a job that requires someone with a solid base understanding of ERM issues, but also one that is outgoing and is comfortable speaking with others and to groups.

Work location: Illinois State Archives/Springfield, Illinois

Job Position Number: XXXXX

Qualified candidates should contact the Department of Personnel for the Illinois Secretary of State's office at: XXXXX