

**JOB TITLE:** Government Records Specialist

**LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

**COMPENSATION:** Typical starting range \$57,366.40 - \$61,776.00 annually

**STATUS & HOURS:** Full-time, regular (approximately 2080 annual hours) position.

**BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

**DESIGNATION:** Bargaining Unit AFSCME Local 3173

**POSTING DATE:** May 16, 2025

**DEADLINE DATE:** Open Until Filled

**TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.

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**DESCRIPTION:** This position exists to support the work of the State Archives by acquiring and processing government records, providing guidance to record creators and custodians, leading the work of the state Records Disposition Panel, and advising on access issues, including restrictions and digitization assessment. The position further contributes to the work of the institution by leading the MNHS records management program, promoting the government records collections to the public, and providing government records and archival expertise to internal and external programs, projects, and teams as needed.

**SUMMARY OF WORK:** 1) Identify, appraise, and acquire Minnesota government records with historical value for preservation in the State Archives; 2) Lead acquisition activities and management of the backlog; 3) Lead the operations of the state Records Disposition Panel; 4) Lead the operations of the MNHS records management program, serving as institutional records manager; 5) Participate in activities relating to access and use of the State Archives collections; 6) Provide expertise on State Archives collections, records management, and archival topics to various audiences; and 7) Perform other duties as assigned to support the unit, departmental, and cross-departmental operations.

**MINIMUM QUALIFICATIONS:**

- Bachelors degree plus four years experience working with archival collections in a professional setting or equivalent OR Master's degree in library/information science or archival studies plus three years professional experience with archival collections in an archival setting or equivalent.
- Hands-on experience with professional archival practices, including appraisal and processing of collections including paper, digital formats, and other media types.
- Strong organizational and time management skills, including ability to prioritize and carry out multiple projects.
- Strong problem-solving skills and the ability to respond productively to unanticipated changes and assignments.

- Strong verbal, written, and interpersonal communication skills, including experience in a highly collaborative, team-oriented environment.
- Demonstrated ability to work independently and to ask questions as appropriate.
- Demonstrated ability to create, organize and maintain paper and electronic files.
- Ability to keyboard for extended periods of time.
- Physical ability to regularly lift, maneuver, and carry storage containers weighing up to 40 pounds (or up to 20 pounds in partner-lift) as well as oversized materials.
- Physical tolerance to dust and inactive mold spores.
- Ability to stand, sit, kneel, crouch, reach, bend and climb ladders.
- Valid driver's license.
- Ability to accommodate occasional overnight travel.

#### **DEMONSTRATED SKILLS IN OR KNOWLEDGE OF:**

- Current professional archival standards and best practices.
- Records management fundamentals and best practices.
- Common digital file formats.
- Developing and delivering in-person and online presentations.
- Experience with professional social media and other forms of work-related public communication and promotion.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Experience tracking and reporting on performance metrics.
- Computer skills, specifically with Word, Access, Excel, and Google applications.

#### **DESIRED QUALIFICATIONS:**

- Experience collecting and working with archival government records in all formats.
- Experience handling records and collections with restricted access due to individual privacy considerations or other issues.
- Experience with field trips to appraise and transfer archival records.
- Experience with cloud-based file transfer systems.
- Coursework or certification in digital archives.
- Experience with government records management.
- Experience developing and writing guidelines, FAQs, etc.
- Experience with indexing archival records and working with digitized collections.
- Experience supervising volunteers.
- Familiarity with Minnesota government and history.

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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*