

NEW MEXICO COMMISSION OF PUBLIC RECORDS

Job Title: State Records Administrator

Agency: New Mexico State Records Center and Archives

Job Relationships: Appointed by the Commission of Public Records

Salary Range: \$65,000 to \$90,000

Location: Santa Fe, NM

The Commission of Public Records is seeking applications for the position of State Records Administrator. The State Records Administrator is appointed by and reports to the Commission and serves as the director of the State Records Center and Archives (SRCA). The State Records Administrator plans, organizes, directs, coordinates and evaluates all activities and programs of the agency and plays a vital role in protecting, managing and preserving the permanent public records of state government and the documentary heritage of the state of New Mexico. The position requires the highest level of leadership and management skills in the fields of records and archival management, and administrative law.

EDUCATION AND EXPERIENCE

Minimum requirements:

- Bachelor's degree from any accredited university.
- Ten or more years managing a significant program or agency;
- Five or more years of experience in archives or records management.

Desired qualifications:

- Masters or other advanced degree in Business Administration, Public Administration, History, Library Science, Archival or Records Management;
- Certification as a CRM (Certified Records Manager) and/or CA (Certified Archivist);
- Knowledge of New Mexico government and history.

JOB DUTIES

- Manage a 2.6 million dollar budget with two funds and small federal and state grants with records centers in Santa Fe and Albuquerque;
- Develop the agency's budget and administer the existing budget ensuring that all expenditures fall within budget guidelines;
- Manage a staff of 37 FTE organized into five divisions and one adjunct board;
- Plan, coordinate and implement all administrative and procedural functions of the Agency;
- Develop administrative rules, standards and procedures relating to records and archival management, State Rules, Office of the State Historian, personnel, including agency policies and procedures;
- Initiate collaborations with local, state and national professional organizations to advance new initiatives in records management, public history, digital projects and internet access;
- Develop or update five-year strategic plan;
- Report on annual action plan and performance measures.
- Serve as the Chair and Coordinator of New Mexico Historical Records Advisory Board.

State Records Administrator Job Description

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of the critical issues confronting the archival and records management professions generally, including, but not limited to the challenges of information technology, competing demands of public access to government records, privacy, homeland security, and ensuring the authenticity and integrity of New Mexico's public records;
- Knowledge of the Public Records Act, State Rules Act, Inspection of Public Records Act and Freedom of Information Act;
- Knowledge of New Mexico history and state government;
- Working knowledge of budget preparation and administration;
- Excellent interpersonal and communication skills;
- Ability to provide leadership and advocacy on behalf of the SRCA's dual role in preserving cultural heritage and ensuring that public records serve the purposes of evidence, accountability, and authenticity in protecting the rights of all citizens;
- Ability to plan and organize the activities, services and operations of comprehensive archival and records programs and manage multiple programs;
- Ability to provide technical expertise and advice to subordinate staff and to others engaged in administrative law and archival and records management;
- Ability to analyze technical data concerning records storage facilities, storage equipment and use.
- Ability to interface skillfully and tactfully at all levels; and
- Ability to work effectively with legislators, government officials, and government and private resource allocators in ways that ensure adequate support for programs.

Application Process

Applications consisting of a cover letter, resume, and contact information for three professional references should be sent to ATTN: Chairman Robert Tórrrez, New Mexico Commission of Public Records, 1205 Camino Carlos Rey, Santa Fe, New Mexico 87507 by close of business March 20, 2017. Emailed applications consisting of the same information can be sent to Andy.Mackowski@state.nm.us by 5:00 pm on March 20, 2017. The CPR is an Equal Opportunity Employer.