

**Purpose of Position:**

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 should have familiarity with the following: the Public Records Act, Chapter 14, Article 3 NMSA 1978; the State Rules Act, Chapter 14, Article 4 NMSA 1978; and the Inspection of Public Records Act, Chapter 14, Article 2 NMSA 1978. 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, archives, and information management, administrative law, and New Mexico history.

**Statutory Requirements:****14-3-4. Duties and powers of commission.**

It shall be the duty of the commission to:

A. employ as state records administrator a competent, experienced person professionally trained as an archivist and records manager who shall serve at the pleasure of the commission.

**Minimum Qualifications**

Bachelor's degree from any accredited university, ten (10) or more years managing a significant program or agency and five (5) or more years 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.

**This is an exempt position not covered by the New Mexico Personnel Act.****Classification Description****Examples of 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, state and regional history, 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.

**Employment Requirements:**

Must possess and maintain a valid New Mexico Driver's License.

**Supplemental Information:**

N/A

**Working Conditions:**

Work is performed in an office setting: late hours, weekends, on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

**How to apply:**

Send a cover letter, a resume, and contact information for at least 3 professional references to:

Andy Mackowski, ASD Bureau Chief  
State Records Center and Archives  
1205 Camino Carlos Rey  
Santa Fe, New Mexico 87507

The application packet should be received in hard copy no later than Thursday August 23, 2018. If you have further questions you may call Mr. Mackowski directly at 505-476-7914.