

CITY OF MANCHESTER

**HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101-1932
TEL. 603-624-6543 (VOICE/TTY)
FAX. 603-628-6065**



ARCHIVES AND RECORDS MANAGEMENT OFFICER

(Announcement No. R-08-15)

Grade 18

Starting Salary: \$45,690.62 – plus extensive benefits package
40 hours per week – Monday through Friday

THE JOB:

Develops, implements and manages a comprehensive records management and archives program; performs related duties as required. The principal function of an employee in this class is to ensure professional standards are applied to the managing, storing and archiving of all official City documents. The work is performed under the supervision and direction of the City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, representatives from other municipalities and the Public. The principal duties of this class are performed in a general office environment.

MINIMUM

QUALIFICATIONS:

Graduation from an accredited college or university with a Master's Degree in Public Administration, History, Library Sciences or a closely related field; and Some experience in records management and archival operations; or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address or online: www.manchesternh.gov/jobs

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

OPENING DATE:

Friday, March 20, 2015 **CLOSING DATE:** Open until filled

**The City of Manchester is an Affirmative Action/
Equal Employment Opportunity Employer**

*****PLEASE POST*****