



State of Maryland

**The Maryland State Archives is seeking qualified candidates for
State Archivist & Commissioner of Land Patents to work in Annapolis, Maryland**

Application packages for this position will be accepted until April 9, 2021.

INTRODUCTION

As the historical agency for Maryland, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 to the present day. The State Archives identifies, appraises, acquires, describes, preserves, and makes physically and electronically available (in a secure and dynamic environment) the permanent records of Maryland's past, while providing reliable current information to citizens and public officials for the better administration of Maryland government and understanding of Maryland history. The Archives describes Maryland state, county, and municipal government agencies, and their origin, functions, structure, personnel, historical evolution, reports, and other aspects of Maryland and its history; and encourages the study of Maryland government and history. The agency also serves as the custodian of the state's fine art collections.

GRADE

9907/ \$107,989.00 - \$144,203.00 Yearly

APPLICATION CLOSING TIME AND DATE: Friday, April 9 at 11:59 p.m.

LOCATION OF POSITION

Annapolis, Maryland

MAIN PURPOSE OF THE JOB

This position is the State Archivist and Commissioner of Land Patents of Maryland who plans, directs, manages, and administers all aspects of the Archives. The position is responsible for the general administration and day-to-day operation of the State Archives. This position prepares the Archives' budget and administers budget execution through program managers. This position directs and supervises the program managers, who provide direct Archives services to the public, government officials, and private businesses. This position proposes, develops, implements, and monitors Archives' goals, objectives, policies, procedures, and practices. This position leads in the development of contract specifications for Archives' procurements, especially Information Technology hardware and software. This position reports directly to the governor of the state of Maryland.

POSITION DUTIES

- Direct, manage, and supervise the managers of Archives programs: Administration, Appraisal and Description; Government Information Services; Information Systems Management; Artistic Property and Exhibits; Records and Access; Research, Outreach and Reference Services; Special Collections and Conservation. Establish overall policies and procedures for the programs, oversee their implementation, monitor the results, and approve major revisions. Evaluate the work of program managers through the PEP process.
- Oversee the preparation of the Archives' budget and manage the Archives' fiscal affairs, including the preparation of the annual report and budget requests; monitor revenue and expenditures; develop grant budgets and secure grant income; and generate revenue from special projects. Oversee and manage the personnel resources of the Archives and determine organizational structure, funding sources, and staffing needs. Establish overall program goals, standards, and controls to meet the Archives' Managing For Results objectives.
- Direct information systems management including the acquisition, implementation, and monitoring of computer hardware and software. Direct the development of computer applications, network administration, and web-site creation. Ensure that these systems facilitate on-line access to information by the public, government officials, and private businesses. Develop contract specifications for Information Technology procurement.
- Represent the Archives before legislative committees, the governor, executive agencies, and the courts. Prepare the budget detail and justification presented to the executive and legislative committees for existing programs and new initiatives. Meet with senior-level public officials from federal, state, county, and local government agencies concerning Archives' activities.
- Manage the Hall of Records facilities to ensure that mechanical, electrical, telecommunications, security, and safety equipment are maintained. Monitor general housekeeping, grounds keeping, building, and systems renovations, as well as new equipment installation.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Bachelor's degree from an accredited college or university.

Experience:

Five years of experience in managing an archival program.

PREFERRED QUALIFICATIONS

The ideal candidate will have:

An advanced degree in archival studies, public history, history, business studies, or library and information science;

Three years of experience in directing and managing an information technology program;

Three years of experience in managing a program within a government agency;

Three years experience managing a special collections program;

Two years of experience working with the Maryland state government, including in the areas of budget, procurement (COMAR Title 21), and personnel (COMAR Title 17, Subtitle 4), including one year of experience working with the Legislature.

LIMITATIONS ON SELECTION

Only applicants who meet the minimum education and experience requirements will be considered for appointment. Although the preferred qualifications are desired, they are not required to be considered for appointment. Please make sure to provide sufficient information on the application (and on separate pages, if necessary) to show that you meet the minimum education and experience requirements. All information concerning your qualifications must be submitted by the closing date. Information submitted after the deadline will not be considered. Successful candidates will be ranked as Best Qualified, Qualified, or Does Not Meet Minimum Qualifications.

SPECIAL REQUIREMENTS

This is an Executive Service Position which serves at the pleasure of the governor of Maryland.

Applicants will be subject to a background investigation to include credit, criminal, and driving history and verification of education credentials.

BENEFITS

State of Maryland Employment Benefits: The Maryland State Personnel Management System family-friendly benefit practices and policies offer support and flexibility.

Leave Benefits: The leave package includes from ten to 25 days of annual (vacation) leave per year, depending on seniority, as well as six personal days each calendar year. In addition, the state offers 11 paid holidays and 15 days of sick leave per year. State leave policies also adhere to the Family Medical Leave Act of 1993.

Health Coverage: This includes medical, prescription, dental, vision and behavioral health coverage, as well as the possibility of life, accidental death and dismemberment, and long-term care insurance plans at low group rates.

Reduced Child and Health Care Costs: The state offers Health Care and Day Care Flexible Spending Accounts. These plans allow saving, on a pretax basis, for health care and day care costs incurred during the plan year.

Flexible Work Schedules: Employees of the state of Maryland typically work a forty-hour week. Many agencies offer employees flexible work schedules. The Teleworking Program enables eligible state employees to work at home, at a satellite office, or at a Telework Center.

Retirement Benefits: Maryland state employees are eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are also eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan.

Free Mass Transit Benefit: Permanent state employees are entitled to use the Light Rail, the Baltimore Metro Subway, and bus service in the Baltimore metro area at no charge with a valid state ID card. This benefit can be used any time of day or evening, including weekends. The Free Mass Transit Benefit does not include the MARC trains, commuter buses, or any special event buses.

FURTHER INSTRUCTIONS

To apply the application packet must include:

- State of Maryland application;
- Cover letter;
- Current resume;
- Two professional references from individuals who are, or have been, in a position to evaluate the applicant's performance on the job.

The application packet may be emailed to teresa.fawley@maryland.gov.

Alternately, the application packet may be printed and mailed to:

- Maryland State Archives
- Attn: Teresa Fawley
- 350 Rowe Blvd.
- Annapolis, MD 21401

All materials must include the applicant's name and the job title and must be received by 11:59 p.m. on the closing date of Friday, April 9.

TTY Users: call via Maryland Relay.

We thank our veterans for their service to our country and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who are reflective of the state's diversity.



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To apply:

- **Complete the application**

Instructions for completing a Fillable PDF form. Please review the following instructions for successfully completing a fillable PDF form:

- Before completing the document **save** the form (PDF format) to a location on your computer (Example: Desktop or Documents)
- **Right click** on the form and click **“Save as”**
- Save to your Desktop or Documents
- Once you have saved the form to your computer, you are ready to complete the form.
- **Open** the fillable form
- After you have completed the form, **save** a final version of the file to your computer
- **Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out. A current version of Adobe Acrobat will work.**
- **Prepare a cover letter and current resume.**
- **Obtain two professional references from individuals who are, or have been, in a position to evaluate the applicant’s performance on the job.**
- **Email the application package, including the five required attachments (application, cover letter, resume, two references), to teresa.fawley@maryland.gov**
- **Alternately, the application packet may be printed and mailed to:**
Maryland State Archives
Attn: Teresa Fawley
350 Rowe Blvd.
Annapolis, MD 21401
- **All materials must include the applicant's name and job title and must be received by 11:59 p.m. on the closing date of Friday, April 9.**

If you have any questions about this recruitment or require assistance, please contact teresa.fawley@maryland.gov.

Thank you for your interest in the Maryland State Archives.



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You are required to provide the following information:

First 3 Letters of Last Name at Birth: _____ Birth Month: _____ Birth Day: _____ Last 4 digits of SSN: _____

Personal and Contact Information

Job Number: 21 - 003579 - 0001 Job Title: State Archivist

Name: _____
Last First Middle

Address: _____
Number, Street and Apt.

City: _____ County: _____ State: _____ Zip: _____

Phone: _____
Primary Ok to leave msg? Work Ok to leave msg? Alternate Ok to leave msg?

Email Address: _____

How did you hear about this job opening? _____

Employment Preference

- Never been employed by the State of Maryland
- Current employee of the State of Maryland
- Former employee who has held employment with the State of Maryland in the past three years
- Former employee whose most recent employment with the State of Maryland was over three years ago

If a current/former employee of the State of Maryland, provide the following information at time of separation:

First Name _____ Last Name _____
_____(Provide the initial that is/was in employee record to ensure that appropriate extra points are awarded) _____
Middle Initial _____ Birth Year _____

Will this be secondary employment? Yes No

Available for employment which is? Full-time Part-time

Driver's License Information

Do you have a valid driver's license? Yes No N/A

This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A B C ID Card Other

Out of State License Class: _____

Issuing State: _____

License Number: _____

Expiration Date: _____

Voluntary Equal Opportunity Information

To further its commitment to equal opportunity employment, the State of Maryland requests applicants to VOLUNTARILY provide the following information. This information will be used for statistical purposes only by authorized personnel.

Birthdate: _____

Gender: Male Female

Citizenship: U.S. Citizen Legal Alien Other

Race: Are you Hispanic or Latino? Yes No

If you are not Hispanic or Latino, what is your race? Please select one.

Unknown/Decline to state

Decline to state

Asian

Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

Black or African American

Origins in any of the black racial groups of Africa

American Indian or Alaska Native

Origins in any of the original peoples of North or South American, including Central America, and who maintains tribal affiliations or community attachment

Pacific Islander or Native Hawaiian

Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White

Origins in any of the original peoples of Europe, the Middle East, or North Africa

Veteran's Information:

Have you served on active duty in the military? Yes No

Do you seek veteran's preference? Yes No

A copy (not original) of your proof eligibility DD-214 for Veterans Credit must be submitted and completely verified before Veterans Credit will be approved. Proof will only need to be submitted once. Regular State employees do not need to submit proof of eligibility for Veterans Credit. If Yes, you must also submit DD Form 214.

If you answered Yes to seeking veteran's preference, select ONE of the following that best describes your situation:

- I am an honorably discharged veteran
- I am a service-disabled veteran
- I am a former prisoner of war (POW)
- I am a Vietnam veteran
- I am a service-disabled Vietnam veteran
- I am the spouse of a deceased eligible veteran
- I am the spouse of a service-disabled veteran

If you are a veteran, have you been honorably discharged? Yes No

Disability:

The State of Maryland offers preference to Individuals with Disabilities as defined by the federal Americans with Disabilities Act (ADA) of 1990, as amended. This information is used to award preference only, and is not available to hiring managers. An individual with a disability typically is defined as someone who (1) has a physical or mental impairment that substantially limits one or more "major life activities" (e.g., major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working; it also includes major bodily functions including, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions),(2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Are you seeking disability preference? Yes No

Language Fluency:

Are you fluent in a language other than English? (if required for the job for which you are applying)

Yes No If yes, please list: _____

Education and Training

Do you have a high school diploma or GED? Yes No If no, what is the highest grade you completed? _____

School: _____ Address (City, State): _____

Dates attended: _____ - _____ Major course of study: _____
From To

Name/Location of School(s)	Dates Attended	Major	# of Credits Completed	Type of Degree	Degree Earned? (Yes or No)

Specialized Training or Classes Relevant to the Job

Title of Program/Course(s)	Company/School	Dates Attended	# of Credits Earned	Diploma/Certificate Received?

Please submit a copy of any relevant professional or trade licenses or certificates with this application.

Work Experience

List below, beginning with your most recent position, all of your work experience including military service and all volunteer activities. Attach additional 8 1/2" x 11" sheets of paper if necessary. If your title and duties changed in the course of your service in any one organization, indicate such changes clearly and as separate employment. Please do not submit a resume in lieu of completing this portion of the application. Be sure that the information included in this section demonstrates that you meet the experience qualifications for the job for which you are applying.

<small>Job Number 1: (Current or Most Recent)</small>			
Name of Employer:	Employer's Address (Street, City, State, Zip Code):		
Type of Business:	Supervisor's Name, Title and Phone Number:		
Your Job Title:	Do you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervise:	
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Is your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	How many hours do you work per week?		
Job Duties:			
Reason For Leaving:			

Work Experience - Continued

Job Number 2			
Name of Employer:	Employer's Address (Street, City, State, Zip Code):		
Type of Business:	Supervisor's Name, Title and Phone Number:		
Your Job Title:	<table border="1"> <tr> <td>Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?</td> <td>Job title(s) of those you supervised:</td> </tr> </table>	Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:
Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:		
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Was your position considered full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	How many hours did you work per week?		
Job Duties:			
Reason For Leaving:			

Job Number 3			
Name of Employer:	Employer's Address (Street, City, State, Zip Code):		
Type of Business:	Supervisor's Name, Title and Phone Number:		
Your Job Title:	<table border="1"> <tr> <td>Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?</td> <td>Job title(s) of those you supervised:</td> </tr> </table>	Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:
Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:		
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Was your position considered full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	How many hours did you work per week?		
Job Duties:			
Reason For Leaving:			

Job Number 4			
Name of Employer:	Employer's Address (Street, City, State, Zip Code):		
Type of Business:	Supervisor's Name, Title and Phone Number:		
Your Job Title:	<table border="1"> <tr> <td>Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?</td> <td>Job title(s) of those you supervised:</td> </tr> </table>	Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:
Did you supervise other employees? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?	Job title(s) of those you supervised:		
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Was your position considered full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	How many hours did you work per week?		
Job Duties:			
Reason For Leaving:			

Locations

In which counties will you accept employment?

- | | |
|---|--|
| <input type="checkbox"/> Allegany | <input type="checkbox"/> Harford |
| <input type="checkbox"/> Anne Arundel | <input type="checkbox"/> Howard |
| <input type="checkbox"/> Baltimore City | <input type="checkbox"/> Kent |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Calvert | <input type="checkbox"/> Prince George's |
| <input type="checkbox"/> Caroline | <input type="checkbox"/> Queen Anne's |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Cecil | <input type="checkbox"/> St. Mary's |
| <input type="checkbox"/> Charles | <input type="checkbox"/> Talbot |
| <input type="checkbox"/> Dorchester | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Frederick | <input type="checkbox"/> Wicomico |
| <input type="checkbox"/> Garrett | <input type="checkbox"/> Worcester |

YOU MAY BE TESTED FOR ILLEGAL DRUG USE. IF SELECTED FOR A POSITION IN THE SKILLED OR PROFESSIONAL SERVICE, YOU MAY BE GIVEN A MEDICAL EXAMINATION TO DETERMINE YOUR ABILITY TO PERFORM JOB-RELATED FUNCTIONS.

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.”

This provision does not apply to applicants for law enforcement positions pursuant to Labor and Employment Article, Section 3-702 (b) Annotated Code of Maryland.

I hereby affirm that this application contains no willful misrepresentation or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disapproved, my name removed from the eligible list, and that I will not be certified for employment in any position under the jurisdiction of the Department of Budget & Management. I am aware that a false statement is punishable under law by fine or imprisonment or both.

DATE

SIGNATURE OF APPLICANT