Archives & Records Management Jobs Analysis

San José State University
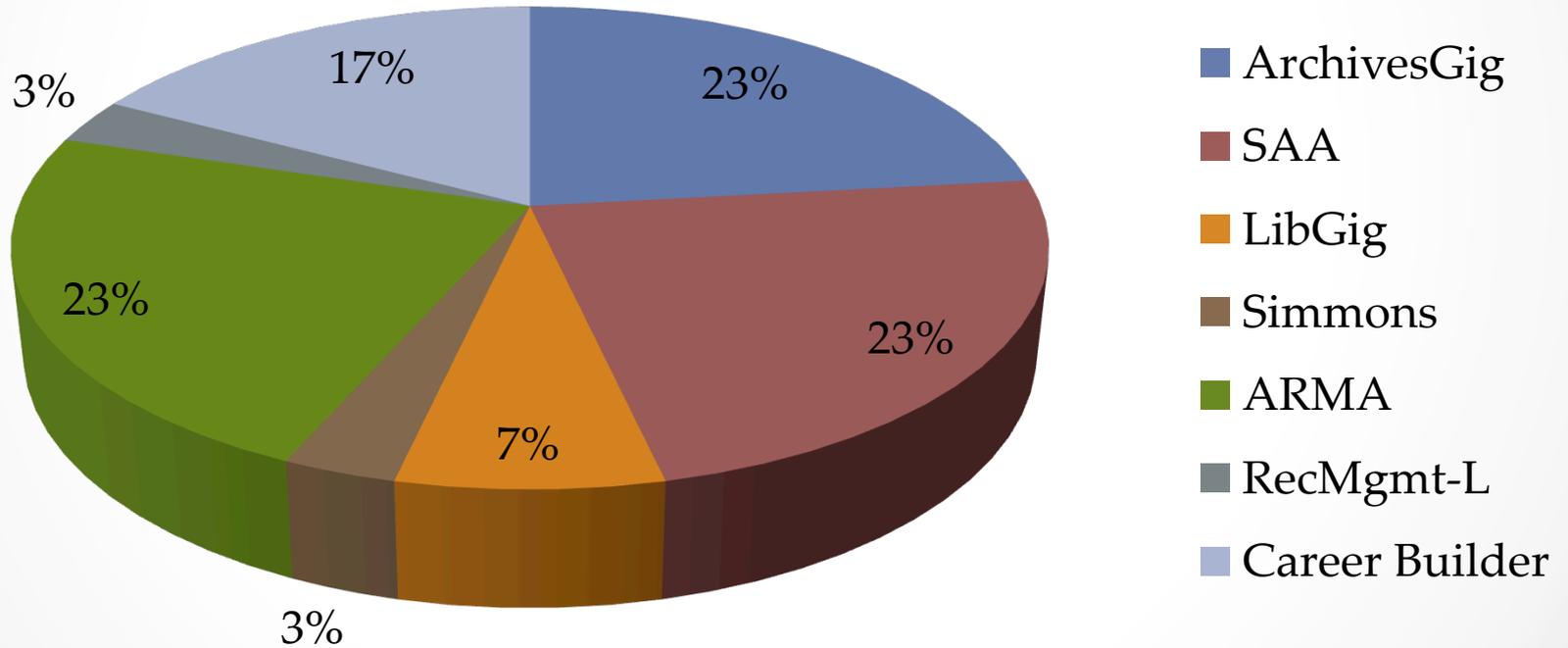
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Methodology

- Indexed 24 job postings within the field of records management and archives related to records management gathered from 10 online sites between March 20, 2013 and May 6, 2013.

- Keywords used in search were: records management, records manager, records analyst, electronic records management, and electronic records manger.

- Online sites accessed: ArchivesGig, SAA, NJSLA, LibGigJobs, Simmons GSLIS Jobline, ARMA, ICRM, RECMGMT-L, HigherEd jobs.com, Career Builder, and Monster.

- In scope: only active postings that required a master's degree. Each position was considered only once even if listed on more than one site.

Overview of Findings

- Average years of experience: 5.3
- 17 of 24 required a MLIS, MLS, or MSIS degree
- 8 of 24 requested a MARA degree
- Other graduate degrees considered: history, computer science, business, and unspecified
- 8 of 24 cited some certification desirable:
  - 4 cited only a Certified Records Manager (CRM)
  - 2 cited either a CRM or Certified Archivist (CA)
  - 2 cited other certification (e.g., PMP, AIIM, ERM, ERM Specialist)
- 6 of 24 positions advertised on multiple job sites

Job Sites

Advertised

Legend:
- ArchivesGig
- SAA
- LibGig
- Simmons
- ARMA
- RecMgmt-L
- Career Builder

Values: 23%, 23%, 7%, 3%, 23%, 3%, 17%

Job Titles

- Records Manager (2)
- Records Management Specialist
- Archives and Records Management Consultant
- Information Lifecycle Manager
- Principal Records Information Management Specialist
- Senior Manager GRAAS Operations
- Electronic Records Specialist
- Archivist
- Records and Information Manager
- Archivist for Records Management
- Records and Data Management Supervisor

- Records Analyst (2)
- Records and Technology Manager
- Supervisory Archives Specialist
- Project Director
- Project Manager, Records
- Records Management Analyst
- Director of the Office of Archives and Records
- Manager, Records and Policy
- Corporate Archivist
- Team Lead, Records Management
- Knowledge Manager

Knowledge, Skills, & Experience Required

Knowledge, skills, and experience listed in descriptions

- 7 of 24 cited Information Technology Management
- 8 of 24 cited Archival Management
- 13 of 24 cited Electronic Records Management
- 14 of 24 cited supervisory or managerial experience
- 5 of 24 listed software experience
- 11 of 24 cited ability to train staff

Summary

- Position Descriptions varied from one organization to the next. Some were very brief with their descriptions while others were very detailed.

- Records management and archival positions responsible for physical and electronic records are listed under diverse job titles, including Records and Technology Manager, Archivist, Electronic Records Specialist, and Manger, Records and Policy

- Applicants for these positions are expected to be multi-functional. In addition to being skilled in records management they need to be skilled in one or more of the following areas: information technology management, archival management, electronic records management, supervisory/leadership, or training.

Implications for the MARA Program

1. The job descriptions are becoming increasingly complex. The broad knowledge, skills and experience cited in the job postings indicate flexibility in course selection is desirable. For example, technology management is more and more important so it is essential to allow students greater access to LIS electives especially in the area of database creation and management.

2. MARA is a relatively new program that is not ALA-accredited since the focus is on archives and records management—not library science. Though most job listings for records managers cite MLIS as required or desirable, an increasing number specify a MARA degree or masters in archives or records management. Future studies should be conducted to determine if this is an actual trend or an anomoly.

Questions?

Contact

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