

Archives & Records Management

Jobs Analysis

Prepared for the
Master of Archives & Records Administration Degree Program (MARA)

School of Information
San José State University
Fall 2014

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The purpose of this Archives and Records Management Jobs Analysis is to provide current and prospective students in the Master of Archives and Records Administration (MARA) Program at San José State University information about the recent job market in the fields of Archives Management, Special Collections, Records Management, Information Management, and Information Governance. In analyzing the job postings, this survey focuses on some of the principal features of the jobs surveyed, including job type, job title, organization type, and geographic region. It also includes information from the job announcements regarding the amount of work experience, certifications, software experience, and general skills and characteristics they require.

Methodology

For the survey, we searched the following sites during the month of October 2014:

- Archives Gig: <http://archivesgig.wordpress.com>
- Association of Records Managers & Administrators (ARMA) Job Search:
<http://careers.arma.org/jobseeker/search/results/>
- Indeed: <http://www.indeed.com>
- Institute of Certified Records Managers (ICRM) Career Opportunities:
<http://www.icrm.org/career-opportunities/>
- LIBGIG Careers: <http://lac-group.force.com/LIBGIG>

- Simmons College Jobline: <http://www.simmons.edu/academics/schools/school-of-library-and-information-science/careers/jobline>
- Simply Hired: <http://www.simplyhired.com>
- Society of American Archivists (SAA) Online Career Center: <http://careers.archivists.org/jobs>
- Special Libraries Association (SLA) Career Center: <http://careercenter.sla.org/jobs>

In searching these sites, we used the following keywords:

- archive, archives, archival, archivist
- special collection, special collections
- records management, records manager, records administration
- information management, information manager
- information governance

Searching these nine sites yielded a total of 207 discrete job announcements for the month of October 2014. We then entered the details of each announcement into a spreadsheet with values for job title; job type; organization type; region; state, province, or district; experience; certifications; software; and skills. This allowed an analysis of the job postings according to the following features.

Job Type

Among the 207 job postings surveyed, those in the field of Archive Management were most numerous, constituting 44% of all job postings (See fig. 1). This group also contained a handful of positions in the area of Special Collections. The second largest group consisted of Records Management positions, at 37% of all job postings. The fields of Information

Governance and Information Management were significantly smaller, at 4% each. 6% of all job posting combined duties from Archive Management and Records Management, and 5% combined Records Management and Information Governance responsibilities.

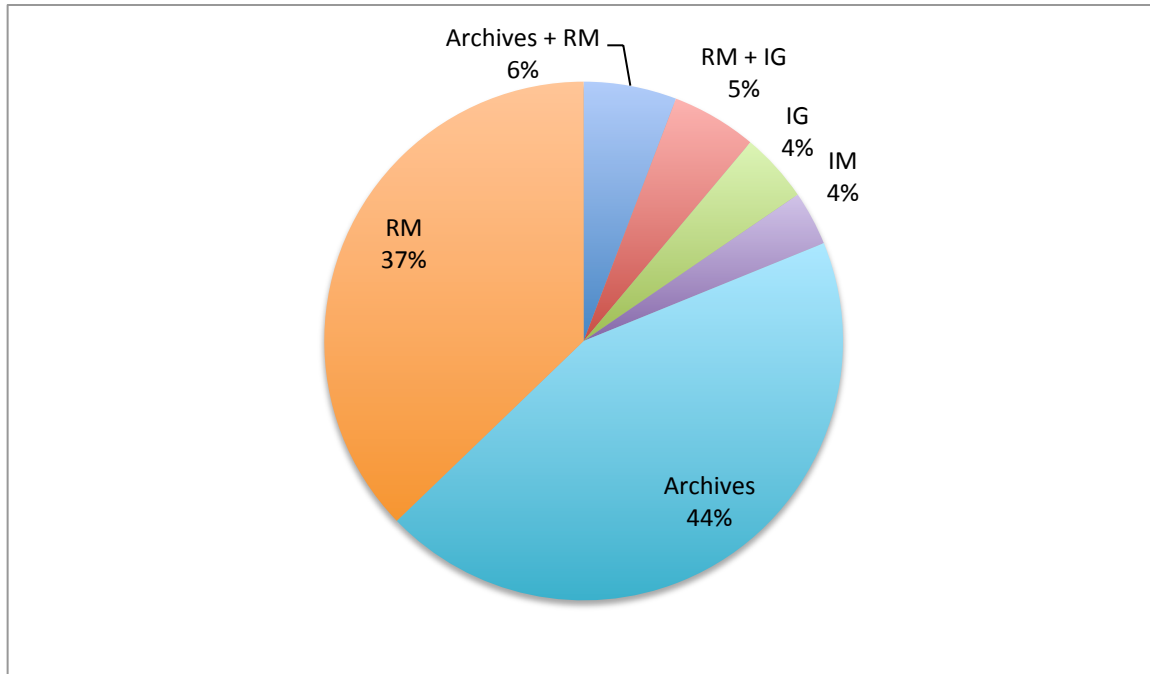


Fig. 1: Job Types

Job Title

Among the 207 job announcements reviewed, we discovered a wide range of job titles. However, a few patterns emerged along the lines of the three main job types of Archives, Records Management, and Information Governance. First, a large group contained terms related to archives, such as “Archivist” and “Archival Project Manager.” Such terms also appeared in combination with terms from related fields, indicating duties in at least two areas, such as “Archivist / Digital Data Specialist” and “Archivist / Records Manager.” We also included in this group titles such as “Special Collections Manager” and “Director of Library Special Collections.” Some titles in this group can be misleading. Indeed, jobs with titles such as “Data

Archivist” and “Digital Archivist” often had more to do with the field of Records and Information Management than with Archive Management.

A second group consisted of job titles related to Records and Information Management. This is a much more diverse set of titles, ranging from expected terms such as “Records Manager” and “Records Administration Specialist” to the less obvious ones such as “Database Manager,” “Knowledge Manager,” and “Senior Compliance Analyst.” As noted above, it is important to be aware that a number of job titles in the field of Records and Information Management contained misleading terms such as “Document Archivist” and, simply, “Archivist.”

The smaller, third group of jobs in Information Governance also displayed a variety of job titles. Some of the terms in these job titles connect them clearly to the field, such as “Director of Information Governance” and “Information Governance Analyst.” Some less obvious titles in this group include “Chief Data Officer” and “Senior Specialist.”

Organization Type

Over a third of all job postings were for corporate organizations. Those jobs in the education sector (including two positions in schools) also constituted nearly a third of all postings (See Fig. 2). Government positions, including companies fulfilling government contracts, made up nearly a fifth of all postings. Museums and cultural institutions constituted nearly a tenth of the job announcements. Non-profit organizations, a diverse category ranging from religious organizations to research foundations, made up 4%. Finally, there were two positions in public libraries, comprising 1% of all postings.

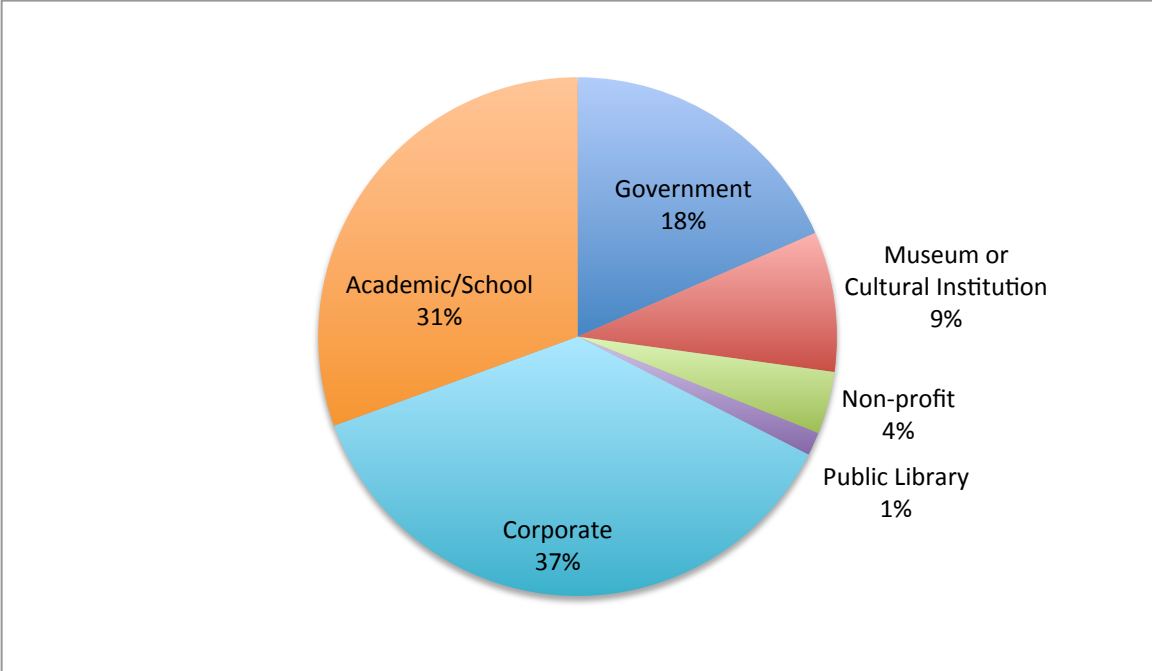


Fig. 2: Organization Types

Region

To analyze the job postings by location we defined the following geographical regions:

- Canada: all Canadian provinces and territories
- Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- Northeast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
- Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia
- Southwest: Arizona, New Mexico, Oklahoma, Texas
- West: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

The 207 jobs were distributed across the six geographical regions as follows (See Fig. 3):

- Northeast: 72 jobs, or 35%
- West: 44 jobs, or 21%
- Southeast: 34 jobs, or 16%
- Midwest: 30 jobs, or 15%
- Southwest: 19 jobs, 9%
- Canada: 8 jobs, or 4%

The Northeast claimed over a third of the total job announcements in the survey. The West, Southeast, and Midwest shared relatively similar numbers of jobs at 21%, 16%, and 15%, respectively. The Southwest and Canada had the fewest number of job announcements at 9% and 4%, respectively.

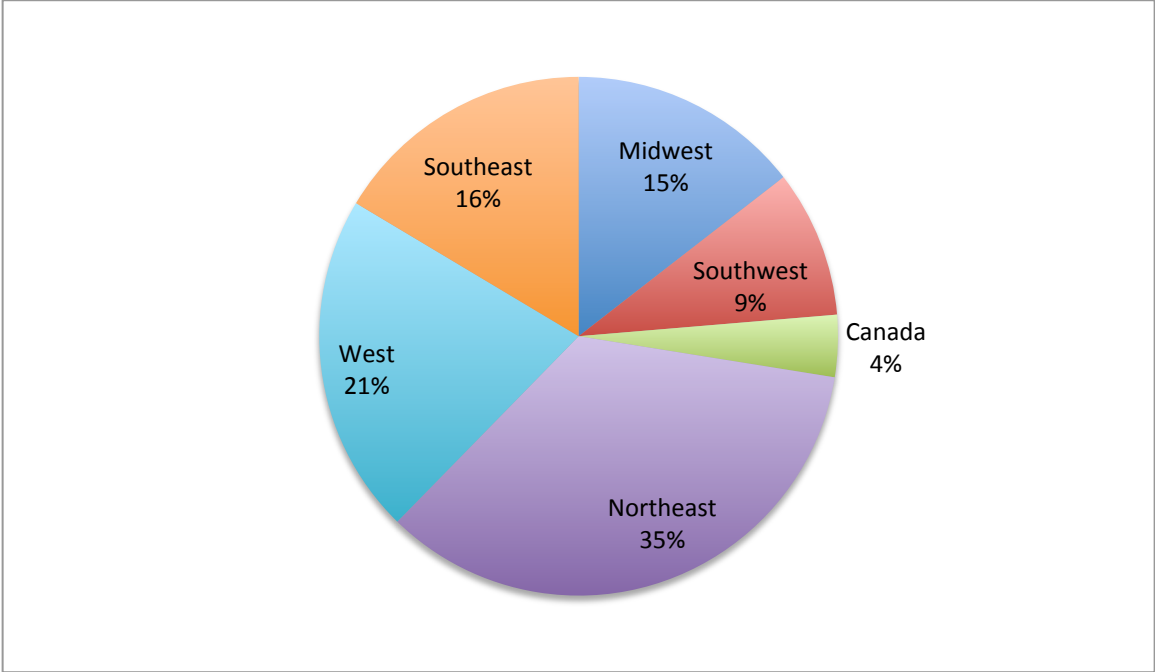


Fig. 3: Regions

The two or three states, districts, or provinces with the most job announcements in each region are listed below. The numbers in parentheses indicate the total number of job announcements in each state:

- Northeast: Washington, D.C. (21), New York (20), and Massachusetts (11)
- West: California (29), Oregon (4), and Utah (3)
- Southeast: Florida (9), Georgia (7), and Virginia (4)
- Midwest: Michigan (6), Missouri (5), Ohio (5)
- Southwest: Texas (13) and Arizona (3)
- Canada: British Columbia (3) and Ontario (3)

This list demonstrates that, while some regions (such as the Northeast, Southwest, and West) were dominated by one or two states, other regions displayed a more even distribution of jobs, including the Southeast and Midwest.

Experience

Many positions did not specify the number of years of experience required for the posted position (See Fig. 4). Among those that did stipulate level of experience, the most common requirement was five years. One, two, and three years of experience also appeared frequently. Less than one year of experience and more than five years were less commonly listed, as the table illustrates.

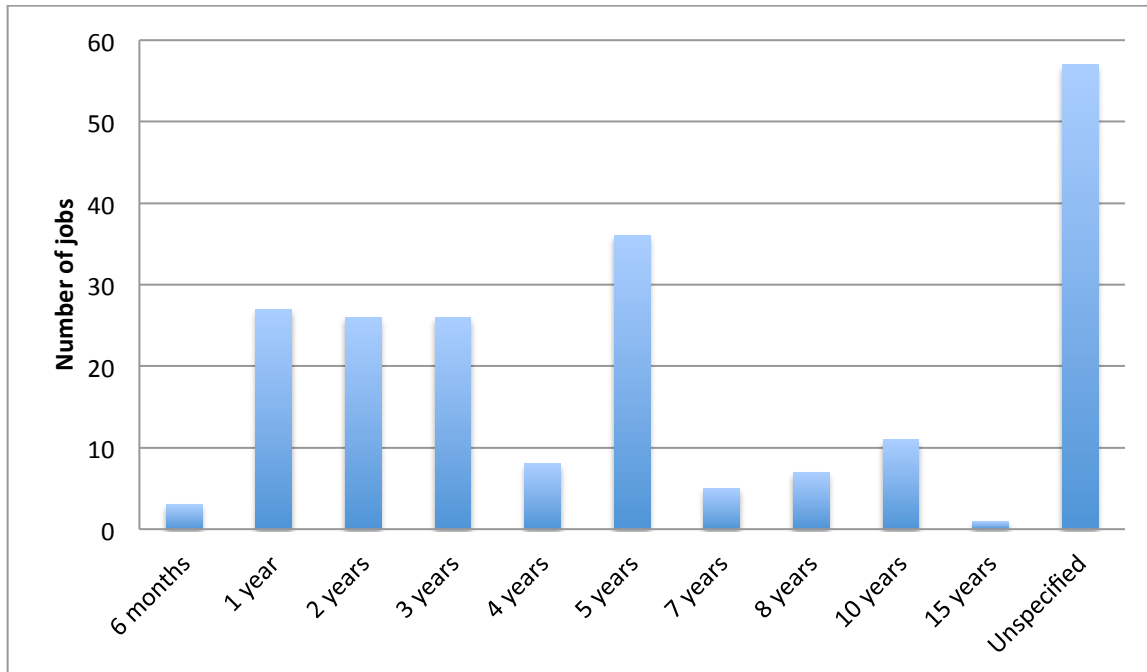


Fig. 4: Experience Required

In the survey, we also noted those announcements that required or preferred certification as a Certified Records Manager (CRM), a Certified Archivist (CA), or an Information Governance Professional (IGP). The most commonly mentioned was CRM, with 27 jobs either requiring or preferring this qualification. At nine and two jobs respectively, the number of announcements requiring or preferring CA and IGP candidates was significantly lower.

Software

The job announcements mentioned a wide array of software applications, but many of them were named only once or twice. Therefore we considered only those applications that appeared in at least five job announcements, narrowing it down to a list of eight applications (or suites of applications). In the following, we indicate the number of announcements in which each software application appears:

- Microsoft Office Suite: 60
- Adobe Creative Suite: 17
- SharePoint: 16
- Archivists' Toolkit: 14
- ArchivesSpace: 11
- Archon: 8
- ContentDM: 8

Skills

The topic of skills displayed the most variation and complexity in the job announcements analyzed. The announcements called for skills ranging from the technical and specialized to general skills and character traits. In the following we exclude skills, tasks, and domain knowledge typical to the fields of Archive Management, Special Collections, Records Management, Information Management, and Information Governance. Some examples are tasks such as creating finding aids and developing retention schedules. Instead, what we include are the general duties, skills, and character traits that appear most frequently in the job postings.

The general skills and duties mentioned often in the job announcements included oral and written communication skills, interpersonal skills, organizational skills, analytical skills, problem solving, time management, project management, personnel supervision, training, consulting, outreach, advocacy, marketing, fundraising (especially grant writing and donor relations), professional development (such as continuing education), customer service, teamwork, independent work, collaboration, and leadership. The character traits that appeared

often include creativity, innovation, attention to detail, initiative, ability to multitask, professionalism, ethics (such as maintaining confidentiality), and good judgment.

Conclusion

This year's Archives and Records Management Jobs Analysis indicated a wide range of over 200 job openings posted within one month in the fields of Archive Management, Special Collections, Records Management, Information Management, and Information Governance. They included positions around the U.S. as well as several in Canada. Of particular note were the twenty job announcements calling for expertise in the emerging field of Information Governance (often in combination with Records Management).

The next Archives and Records Management Jobs Analysis will be conducted in Fall 2015 and published Spring 2016.

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