

Information Management Consultant

The Connecticut State Library (CSL) seeks an Information Management Consultant (hereafter Consultant) to assist with a federally funded digital records preservation project. This is a part-time 10 to 20 hours per week contract position, with a projected start date of July 1, 2023 and projected end date of June 30, 2024 with the possibility of a 12 month renewal. Most of the work can be completed remotely with the possibility of a few on-site visits. Compensation is \$150 per hour. Benefits are not included.

Funded through the National Historical Publications and Records Commission (NHPRC), the "Archives Connection System: Planning to Preserve Connecticut's Digital Government History" project consists of two parts. The Consultant will be responsible for the first part of the project: researching potential digital preservation repository systems and collecting data on their capability to sequester and preserve restricted digital records. This research will be the foundation for developing a plan and issuing a Request for Information (RFI) for future funding requests for a secured digital repository. The second part, on which the Consultant may be asked to contribute research, analysis, or feedback, expands and improves the automatic digital connection system required to transfer essential long-term and historically significant digital records from state agencies to a digital repository certified as meeting digital preservation standards, currently the Connecticut Digital Archive (CTDA).

CSL's existing digital repository, CTDA, does not have the capability to permanently sequester digital records from public view nor does it meet the security standards required by federal and state statute. This new secured digital repository must meet all statutorily mandated privacy and confidentiality requirements and any other restrictions and regulations.

Reporting Relationship: Project Director

Duties and Responsibilities

1. Research other approaches to preserving long term and historically significant digital records to meet statutorily mandated privacy and confidentiality requirements including but not limited to digital preservation systems; hardware; software; transfer policies, procedures, and ingest tools; archival processing tools; digital forensic tools; staffing and funding levels; and costs including operations and maintenance.
2. Develop and draft Request for Information (RFI) document(s) working with CSL, Department of Administrative Services Bureau of Information Technology Solutions (DAS BITS), and other stakeholders.
3. Manage the RFI process including but not limited to issuing, tracking recipients and any responses, scheduling and holding a pre-proposal conference for interested vendors, and corresponding with and asking and answering questions with respondents.
4. Organize and analyze responses to the RFI. Conduct follow-up research as necessary.

5. Create a draft report from collected data incorporating analysis and recommendations, including but not limited to, research of other state digital preservation repository systems and responses to the RFI including possible hardware, software, staffing, and estimated costs.
6. Issue the draft report for comment to project members and stakeholders, hold meetings as necessary to review the draft report, and incorporate comments.
7. Produce a final report, review the final report with project members and stakeholders, and provide presentations as appropriate.
8. Assist in preparing reports to NHPRC, State Library Board, State Librarian, and others as assigned.
9. Prepare communications and project updates for distribution to state Records Management Liaison Officers (RMLOs), state agency and professional listservs; write articles about the project for newsletters, blogs, and journals; and compose social media posts to disseminate information about the project.
10. Make public presentations about the project before RMLOs, state agency personnel, professional organizations and interested groups.
11. Perform other duties as assigned.

Qualifications

- Considerable knowledge of digital preservation, digital records and information management, digital repositories, and archival principles and practices.
- Knowledge of government procurement standards and best practices.
- Knowledge of government recordkeeping practices.
- Ability to analyze and solve problems relating to archival methods and procedures.
- Ability to work independently, as a team member, and across organizational boundaries in a highly demanding environment.
- Excellent interpersonal, oral, and written communication skills.

Experience and Training

- A graduate degree in Information Management, Public Administration, Archival Administration, Records Management, and/or Library Science with a significant archival and records management curriculum or other equivalent degree and three years of post-graduate professional digital preservation, digital records and information management or archival work.
- Experience with project planning and management.
- Experience with digital preservation best practices and standards, digital preservation repository systems, or digital records management.
- Knowledge of statutorily mandated privacy and confidentiality requirements including Criminal Justice Information System (CJIS) policy, Federal Education Rights and

Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA).

- Ability to use the Microsoft Office suite including Teams, SharePoint, Word, and PowerPoint.
- Familiarity with IBM products including FileNet, Enterprise Records (IER), and Atlas or comparable records management systems.

Please email or mail a letter of intent and resume by May 26, 2023 to Assistant State Archivist, Allen Ramsey, CT State Library, 231 Capitol Ave., Hartford, CT 06106, FAX: 860-566-1118, Phone: 860-566-1100 ext. 302, Allen.Ramsey@ct.gov.