This Job Description identifies the major responsibilities of this job.

▪▪ **I. POSITION PURPOSE**

The purpose of the Digital Librarian Archivist is to process, preserve, and provide access to significant historical collections both digitized and born-digital. This position is responsible for converting archival materials from analog to digital format and for services that ensure the long-term preservation and availability of assets under the Library’s stewardship, as well as providing outreach and public services for the Local History and Genealogy Department. The goal of the work is to positively impact library visits, program attendance and digital use.

▪▪ **II. RELATIONSHIPS**

The Digital Librarian Archivist reports to the Manager of Local History and Genealogy. This position works as a flexible team member of the Department, representing the Library as a courteous professional. Provides excellent customer service, demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Coordinate the planning, prioritization, implementation, and evaluation of digital archive projects

Address patron requests and inquiries related to digital archival content

Digitize and/or reformat archival materials including but not limited to textual documents, photographs, maps and technical drawings, historical artifacts, time-based media and digital assets using appropriate tools, methods and standards

Implement software, hardware, and workflows for reformatting data from aging and obsolete digital and magnetic media, and digitize analog materials

Creates administrative, technical and descriptive metadata in accordance with best standards

Manage digital archival content for long-term preservation and access

Accessions, processes and provide reference services to digital and hybrid collections

Develop and promote outreach and instruction programs in collaboration with team members, District colleagues and community partners

Identifies grant opportunities and works to create proposals in support of Local History and Digitization projects

Provides direct customer service in the Local History and Genealogy department, explains library regulations and procedures and resolves basic customer issues

Lead the exploration/implementation of new digital asset management systems

Develop and maintain procedural, standards, and policy documentation related to digital preservation, including a long-term digital preparedness plan

Lead or assist in developing proposals for external funding for digital preservation and digitization projects

Contribute to departmental and library-wide initiatives and goals

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems

▪▪ I**V. OTHER DUTIES AND RESPONSIBILITIES**

May serve on library committees and special projects.

Other duties as needed.

▪▪ **V. QUALIFICATIONS**

**Education and Experience:**   Requires an ALA-accredited graduate degree in librarianship, or a relevant, accredited graduate degree as deemed appropriate, and a minimum of three years of related work experience. Direct experience with digital archives and preservation is also required.

**Skills and Abilities:**

* Demonstrated knowledge of CONTENTdm or comparable platform
* Demonstrated proficiency with technical and descriptive standards
* Demonstrated proficiency in the tools and systems related to digital collections creation and management
* Knowledge of current archival practices and standards regarding digital asset management, workflow and the development and maintenance of digital collections
* Proficiency with and troubleshooting skills related to archival equipment such as scanners, microfilm readers, cameras, recording equipment, etc.
* Demonstrated proficiency with image editing software, like Adobe Photoshop
* Experience with digital preservation tools comparable to Preservica, Bitcurator or Archive-It
* Excellent organizational skills and attention to detail are necessary
* Ability to undertake and efficiently complete long term projects and organizational initiatives.
* Excellent verbal and written communication, organization, and interpersonal skills with the ability to translate technical terms to a layperson
* Must use independent judgment within procedural boundaries and possess good problem solving skills.
* Ability to work both independently and collaboratively as a team member.
* Must possess strong computer skills with the ability to use a variety of electronic and digital devices and e-resources; possesses a keen interest in using and learning new technologies
* Ability to function under flexible and changing conditions
* Possess a commitment to Diversity, Equity, Inclusion, and Accessibility

**Physical Requirements**: Must be able to move objects weighing up to 25 pounds. Seeing, hearing, and speaking are required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

**Other Requirements**: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.