Position Description for Support Specialist for Digital Newspaper Project
Academic Support PBB, Educational Specialist, position number ######T,
UHM Library Services, (Manoa), temporary, general funds, available ##/##.

DUTIES: Under the direction of the Head of Desktop Network Services, Specialist, provides support for National Digital Newspaper Project digitization initiative.

RESPONSIBILITIES:
- Oversees the project’s daily production
- Prepares test plans and documentation.
- Reviews metadata for accuracy
- Liaises with the microfilm storage and reproduction vendor(s)
- Supervises second-generation microfilm quality control, and manage shipments of microfilm to the digitization/text-conversion vendor.
- Perform quality control on the digital images and the metadata returned from the vendor.
- Review images and associated metadata returned from the vendor to ensure product meets project specifications.
- Prepares, monitors, and documents project schedules.
- In collaboration with Project Director and Coordinator, prepares project reports. Create web site(s) that document policies and procedures
- Works with a librarian/IT team on a variety of applications which support a broad array of services.

FUNCTIONS
- Responsible for receiving, tracking, and returning materials
- Accurately collates materials, correctly targets missing or incorrectly paginated items and, as possible, acquires copies of missing items in a timely fashion;
- Coordinates workflow
- Sets workable goals and timetables
- Provides preliminary inspection of images and imaging metadata
- Learns operations of new equipment and software as appropriate
- Monitors professional discussion lists and participates in professional meetings for digital library services – in particular, monitors ImageLib (listserv); DigiNews, D-Lib and related print and electronic publications

MINIMUM QUALIFICATIONS: Possession of a baccalaureate degree in information technology, library or archive related program and 2 year(s) of progressively responsible professional experience with responsibilities for information technology projects of a similar nature to the responsibilities and required abilities of this position and relevant experience in a library or archive; or equivalent education/training or experience.

- Considerable working knowledge of principles, practices and techniques in the support and application development of digital newspaper projects as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
• Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
• Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
• Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
• Demonstrated ability to operate a personal computer and word processing software.
• Demonstrated ability to learn new application packages and skills quickly, make connections, integrate disparate data.
• Demonstrated ability to independently recognize and determine underlying and/or related issues when problem solving and resolve complex hardware & software configuration and functionality issues
• Demonstrated ability to prioritize tasks responsibly and document decisions and procedures.

Desirable qualifications:
• Exposure to newspaper or other text digitization projects.
• Knowledge of one or more of the following: Apache, PHP, XML
• Experience with systems that use cataloging and/or metadata description.
• Experience with non-MARC metadata schema, standards, best practices, and their application (e.g., Dublin Core, METS, OAI)
• Knowledge of MARC bibliographic format(s).
• Experience working in an academic library and/or in a collaborative environment in an institution of higher education or similar organization.

Designated New Hire Rate: PPB, $#,###/mo.