Duties & Responsibilities

(Note: ** denotes essential functions)

- ** Responsible for coordination of all program operations for National Digital Newspaper Project digitization project, e.g. microfilm preparation procedures, quality review practices, tracking systems, progress report creation, etc.
- ** Perform quality review on the digital images, text, PDF products and metadata returned from vendor using existing techniques and/or procedures to ensure product meets project specifications. Use specialized Digital Viewer and Validator software (DVV).
- ** Collect and maintain statistics on production, work with guidance from the Web Support Librarian to add information to web site(s) that document progress, policies and procedures. 
- ** Responsible for ensuring that microfilm reel & digital file shipments between vendor & Library of Congress are received & returned in timely & appropriate manner, e.g. by maintaining an accurate tracking system.
- ** Use standard library databases and information to verify master microfilm locations, evaluate and record quality of microfilm using standard tools such as densitometer and microscope.
- ** Review and analyze microfilm reels according to project requirements to calculate pages per issue & number of pages to be processed, discern & record variations and inconsistencies, e.g. missing, out of sequence or incorrectly paginated items. 
- ** Review, analyze and document information about structural elements of microfilm (e.g. splices, targets), content variation such as change in orientation or reduction ratio and physical aspects relevant to project criteria. 
- ** Responsible for management of day-to-day workflow & tracking of all phases of project, e.g., shipments of microfilm to digitization/text-conversion vendor, shipments of digital files to Library of Congress (LC), quality review. 
- ** Coordinate transactions between vendors and cooperating institutions and resolve discrepancies or unforeseen complications to ensure grant technical objectives and time tables are met.
- ** Examine and verify metadata files to insure all information is present and correctly encoded, resolve/rectify errors reported after quality review.
- ** Initiate and create draft progress reports using data from tracking system, analyses & documentation for submission to grant funding institution by established due dates.
- Other Duties As Assigned

Judgment Exercised

- Results of analysis, recommendations, or implementation efforts assists in providing the basis for decisions made by higher level personnel.
- Work on simple technical or specialty area problems is expected to reflect sound judgment and analysis.
- Work is expected to result in the development of technically thorough, creative, and reliable products representative of high-quality University output.

Originality

- Applies or modifies new and improved techniques, strategies, and original methods to the solution of assignments in the specialty area.
- Organizes, plans, and coordinates specific tasks that may require some original thought and foresight to develop an appropriate product or evaluation.
- Applies or adapts standard policies, principles, regulations, and currently accepted methods and practices of the specialty area.

Controls Over Position

- In special or unique cases when the performance level or growth potential does not exceed Band I, the incumbent may work independently with latitude and discretion.
- Direction is received relative to objectives, critical issues, new concepts, and policy matters.
- Guidance is given on unusual or complex problems and procedures on a regular basis.

Supervision Exercised

- Coordinates the work of others in accomplishment of a specific task. Task scope and methods of accomplishment are determined by supervisor.
Basic Minimum Qualifications:

Education and Professional Work Experience

- Possession of a baccalaureate degree in information technology, library or museum studies, journalism, photography, history, conservation/preservation or related field and 0 year(s) of progressively responsible professional experience with responsibilities for N/A; or equivalent education/training or experience.

Knowledge, Skills and Abilities

- Functional knowledge of principles, practices and techniques in digitization projects (preferably newspaper related) and/or microfilm digitization and/or digital collection creation demonstrated by knowledge, understanding and ability to apply concepts, terminology.
- Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with digitization/digital reformatting.
- Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the course of digital conversion projects.
- Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
- Demonstrated ability to operate a personal computer and apply word processing software.

Equivalencies

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Desirable Qualifications

- Experience with systems that use cataloging and/or metadata description.
- Experience working in an academic library and/or in a collaborative environment in an institution of higher education or similar organization.
- Aptitude and ability to perform work that requires strong visual acuity, ability to distinguish fine image patterns, esp. black/white/gray and consistent and exceptional attention to detail.
- Familiarity or experience with newspaper or other text digitization projects.
- Education, training or experience with tracking or cataloging serial publications, esp. newspapers.
- Relevant experience in a library, archive, reprographic or digitization service bureau.