



CLASSIFICATION SERIES:

Library Operations Occupation

BARGAINING UNIT:

ACE

Archives and Records Management Specialist

SERIES PURPOSE: The purpose of the Library Operations occupation is to provide information by selecting, organizing, and retrieving books and other media that meet the needs of the clientele served; plans and implements library programs. Incumbents specialize in either reference or technical services.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of library principles, practices, tools, and techniques of library services in a specific field or subject area in order to provide specialized library programs for clientele.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Assists patrons by researching and answering email, telephone, and in person requests using the collections of the Archives and Museum with attention paid to in-depth research assistance on collections for which the incumbent has specific knowledge based on organizational and descriptive work.

Assists in preparation of displays and exhibits of various archives, special collections, and museum materials, including researching collections and writing, preparing, creating, and mounting exhibit text and labels.

Provides staff support for events, activities, and outreach programs such as lectures, meetings, and receptions. Conducts tours of museum and Archives facilities.

Participates in library, university, and community committees as appropriate.

Interviews, hires, trains, and supervises student assistants; reconciles and approves their work time records.

Receives new collections, inventories contents, assists with appraisal and retention decisions. Develops and undertakes procedures for regular or periodic additions to these collections. Manages all necessary routine paperwork to acknowledge collection receipt and/or processes any necessary standard deeds of gift. Performs curatorial responsibilities for specific collections that may be assigned to incumbent.

Arranges and describes collections according to established archival standards and practices. Creates finding aids for each collection for content analysis and description. Uploads finding aids and collections to D-Space. Digitizes collections to preserve and provide greater access to users/patrons. Uses metadata to accurately describe the item being digitized and provides content analysis to the description of the item on D-Space

using software to make the digitized item searchable by keyword, so the user/patron can obtain maximum use of the information.

Serves as the Records Retention Manager for the University's records management program in consultation with the Office of General Counsel and under the direction of the Library Co-Director. Reviews and compares unique retention schedules (i.e., IUC schedule) to the University's General Retention schedule and makes recommendations as appropriate.

Updates and maintains the University Records Retention Schedule as needed and/or as directed by General Counsel. Responds to questions and inquiries about records retention and records transfers to the University Archives. Reviews and approves certificates of records destruction. Provides guidance on the final disposition of records. Maintains, files, and keeps inventory of records retention forms and documents in the University Archives. Reviews and maintains the records management website. Drafts and updates records management instructions and forms. Creates and facilitates records management training opportunities and information resources in conjunction with the General Counsel Office to educate the campus community about records retention practices and policies.

Identifies archival, rare books, and manuscript materials in consultation with Archives team that need preservation, and processes vendor work for shipment or electronic transfer. Performs minor preservation work, such as boxing books, humidifying and dry-cleaning documents, removing tapes and adhesives, and completing minor paper mends. Preserves collections by re-housing items into acid free enclosures and assists in monitoring of temperature, light, and humidity throughout the facilities.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: library science and technology; public relations; budgeting*; subject area of the specific library; accreditation requirements affecting library. Working knowledge of standard computer office applications such as Adobe, Microsoft Outlook, Word, Excel, PowerPoint, or other productivity software. Demonstrated proficiency and capabilities with personal computers and software, the Web, and library relevant information technology applications.

Skills in: use of library equipment such as microfiche reader/printer, audio-visual equipment, video display terminal, and computer systems. Attentive listening and active conversation skills. Excellent organizational skills and high attention to detail.

Ability to: interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate, and classify information about data, people, or things; coordinate activities; explain procedures and policies. Ability to read and apply policies and procedures especially related to records management; follow direction and work independently.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Bachelor's Degree or equivalent combination of education and relevant experience that includes content on records management, records and information management, or information governance. Two years of relevant professional experience. Experience conducting research in a professional environment.

Preferred Qualifications: Course work or certifications in archives, records management, information retention and governance. Experience with electronic records management systems.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: May work evenings and weekends.