

Job Descriptions

DIGITAL ARCHIVIST
RARE BOOK & MANUSCRIPT LIBRARY, COLUMBIA UNIVERSITY

The Columbia University Rare Book & Manuscript Library (RBML) seeks a skilled and accomplished electronic records archivist to help design and implement a curatorial and archival program for born-digital materials. While this position is in the RBML, it will work with all of Columbia's special collections units in developing and coordinating a robust and consistent archival program for born digital materials.

Reporting to the Curator of Manuscripts and University Archivist, the Digital Archivist is responsible for identifying and managing born digital content in RBML collections.

Characteristic duties and responsibilities include:

- Develops and maintains file plans, retention schedules, procedure manuals and guides to support the effective collection and management of born digital content;
- Takes the lead in helping develop policies and technical standards for digital content creators, both within Columbia and within the professional archival community;
- Works with the University Archivist to survey campus departments, offices, and website for University digital assets of enduring legal, administrative, and historical value;
- Collaborates with the staff of the Libraries Digital Programs Division on the design and functional requirements for an electronic archives management and preservation system;
- Serves as the resource person for Columbia's special collections on evolving standards and best practices for born digital content management and administration;
- Keeps statistics and prepares regular reports on manuscript and archival processing; supports and participates in RBML reference and public service. Participates in unit-wide planning and committee activities;

Requirements

- MLS from ALA-accredited library school or the equivalent in theory and practice. Graduate work in the humanities or social sciences;
- Demonstrated knowledge of digital archival and record management theory and practice. Minimum 2 years experience in the acquisition, management, and curation of born digital assets (or equivalent combination of education and experience);
- Demonstrated familiarity with data structure standards relevant to the archival control of digital collection materials (EAD, Dublin Core, MODS);

- Working knowledge of XML and digital content creation/transformation tools;
- Knowledge of DACS archival descriptive standard;
- Basic familiarity with automated library information management systems, such as Voyager, and other online union catalogs such as WorldCat;
- Demonstrated ability to communicate effectively, both orally and in writing;
- Demonstrated ability to work independently as well as collaboratively in a production-oriented, rapidly changing environment; and ability to meet project goals and deadlines.

Archivist I
Electronic Records Archivist

Responsibilities: The Electronic Records Archivist I is responsible for developing and implementing workflows and processes enabling the effective acquisition, description, access, management and preservation of a broad range of digital content, including university records, websites, email, and personal digital archives. Reporting to the Director of the University Archives & Historical Collections, this position works closely with other archivists, librarians, information technologists and records creators throughout the university.

The Electronic Records Archivist I will manage day-to-day activities in conjunction with the development and management of repository services, the web archiving program, and a wide variety of born-digital records ingest and access initiatives. The archivist will take the lead in identifying digital records of continuing institutional value and in developing strategies for long-term preservation and access. The archivist will be expected to remain current with emerging standards and professional best practices and be able to manage complex projects, coordinate multiple activities and tasks, supervise part-time staff and student employees, and assist in the dissemination of the University Archives' electronic records project activities.

In addition, the Electronic Records Archivist will counsel and train administrative and academic units in electronic record-keeping processes and workflow that best meet the unit's business needs and compliant with university, state and federal policy. The Electronic Records Archivist I will also perform regular archival duties, including reference service rotations, departmental service and outreach activities as assigned. The archivist will perform other professional functions as needed.

Requirements: Minimum qualifications are a M.A. in Information Science, Library Science, Archival Science, or related field, and a graduate of an archival education program that meets the guidelines of the Society of American Archivists. In addition, an Archivist I must have one or more years of professional experience. The individual should be familiar with cataloging techniques, MARC, DACS, and EAD. The individual must demonstrate knowledge of the management of electronic records and expertise in working with electronic records. Experience processing archival collections and archival reference services required. The individual must be comfortable working with minimal supervision, have good interpersonal and communication skills, and be an effective contributor to team projects.

Director

*University Archives & Historical Collections
Michigan State University
East Lansing, MI*

Michigan State University (MSU) seeks a Director of the University Archives & Historical Collections (UAHC), starting January 3, 2008. The UAHC is chartered by the MSU Board of Trustees to act as the institutional memory through the preservation of and access to University historical and business records. In this capacity, UAHC is assuming an increasing leadership role in developing the University's policies and practices for managing digital records and objects. MSU is engaged in a major project to upgrade its enterprise business systems, and UAHC staff are involved, working to ensure that the University's information systems and related business processes provide appropriate records management and archival functionality. The Director will have a unique opportunity to contribute key leadership to a major research university's initiative in emerging methods for electronic records management and archiving.

The UAHC also collects and preserves materials of historical value not directly relating to University history. These materials comprise the Historical Collections and cover areas of local, regional, national and international interest, from the papers of Michigan politicians to the diaries of Civil War soldiers. The UAHC supports the University's missions of teaching, research and public service through outreach and engagement by making its collections available to faculty, student and guest researchers, and by supporting instruction and scholarship in a variety of ways.

The Director of the UAHC reports to the Vice Provost for Libraries, Computing and Technology, who is in the role of the University's CIO. The Director will be responsible for the operations of the UAHC, including obtaining new materials, developing and directing grant proposals, budgeting and budget management, managing the staff, working with development staff to build external support for the UAHC, personal research, and continuing the national and international leadership of the UAHC in the field of records and archival management. The Director will be expected to possess and exercise management competencies facilitating effective collaboration with other University academic and support units in achieving the goals of both the University and the UAHC, as well as effective management of the UAHC and its staff and other resources.

The UAHC holds over 30,000 cubic feet of records, over 1,000 private collections, more than 100,000 photographic images, more than a million photographic negatives, thousands of movie films, videos, and other visual materials. The UAHC maintains an oral history of the University started in 1999. This project continues and has to date conducted over 100 interviews that have been transcribed and indexed.

Digital Records Archivist

The Pennsylvania State University Libraries seek applications and nominations for the position of Digital Records Archivist. The person appointed to this tenure-track, faculty position will manage the Eberly Family Special Collections Library's existing born digital archival holdings and expand its capacity to collect electronic records with the initial effort focused on university records.

The Eberly Family Special Collections Library at University Park comprises three units: Historical Collections and Labor Archives, Rare Books and Manuscripts, and University Archives and Records Management, together including a total of 18 full-time faculty and staff. The University Archives oversees the University Records Management Program and Inactive Records Center, an extensive sports archives, photograph and audio-visual collections, as well as Fred Waring's America. More information about all special collections in the University Libraries is available online at <http://www.libraries.psu.edu/psul/speccolls.html>.

Responsibilities:

The Digital Records Archivist will help develop and implement workflows and processes enabling the effective acquisition, description, access, management and preservation of a broad range of digital content, including university records, websites, email, and personal digital archives. This position reports to the Head of the Eberly Family Special Collections Library and works closely with the University Archivist, other archival professionals, librarians, information technologists, and records creators throughout the University. The archivist will manage day-to-day activities in conjunction with the development and management of repository services, the web archiving program, and a wide variety of born-digital records ingest and access initiatives. The archivist will take the lead in identifying digital records of continuing institutional value and in developing strategies for long-term preservation and access. The archivist will be expected to remain current with emerging standards and professional best practices and be able to manage complex projects, coordinate multiple activities and tasks, supervise part-time and student employees, and curate electronic records and digital collections throughout the information lifecycle. The archivist will also perform regular archival duties, including reference service and outreach activities, and assist in the dissemination of best practices, trend reports, and operational guidelines. The archivist will perform other professional functions as needed.

Requirements:

Minimum qualifications are a MLS/MLIS from an ALA-accredited program (or equivalent), or a Masters in Information Science, Archival Science, or related field. Experience working with the curation of digital content in an archival repository. Familiarity with descriptive and data structure metadata standards such as MARC, DAS, EAD, Dublin Core, METS, MODS, and PREMIS. Familiarity with tools and workflows being developed to support the ingest and management of born digital records. Demonstrated knowledge of the management, preservation, and access of electronic records, and expertise in working with electronic records. Demonstrated knowledge of data storage methods, media, security, content management, and access. The candidate must have excellent analytical, interpersonal and communication skills, be an effective team contributor, have proven ability to manage projects and competing priorities with demonstrated ability to be flexible, to adapt to change, and to work successfully in a fast-paced, dynamic environment.

Preferred: Experience processing archival collections and providing archival reference services; experience working with tools that verify file authenticity, search for personal identity information, and harvest websites; programming/scripting skills in languages such as Java, PERL, and XSLT.

**WASHINGTON UNIVERSITY
JOB DESCRIPTION**

DATE:

JOB TITLE: Film & Media Digital Archivist

GRADE: 10 **FLSA:**

JOB CODE:

SUPERVISOR: David Rowntree

DEPARTMENT: Film & Media Archive (Special Collections)

POSITION SUMMARY:

Washington University Libraries Film & Media Archive seeks an enthusiastic, innovative and technically-oriented colleague to join one of the most dynamic and interesting media archives in the nation. The Digital Archivist will assume management responsibilities of all digital activities and initiatives in the Archive. This individual will coordinate efforts to digitize materials in the collection and develop strategies for long-term preservation of these digital assets. The Archivist will also contribute to the efforts of the Digital Library initiative by working closely with Digital Library Services (DLS) and spearhead efforts to enhance our online resources. The Archivist will work with others within the library system and with faculty to facilitate and increase the use of digital materials from our collections on campus, in research, and in the classroom. The position reports to the Special Media Collections Archivist.

PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions)

1. Manage the digital assets in the film archive, including digitization, creation of metadata, cataloging, and working with DLS on long-term preservation, storage, and migration of digital materials. (50%)
2. Lead the efforts to increase and maintain a web presence for the archive, including managing the archive website, adding content, editing digital video and audio, and overseeing staff and students involved in these initiatives. (25%)
3. Participate in developing and delivering instructional and outreach programs of the Film and Media Archive; assume a role in digital projects initiated by faculty for classroom development, research, and teaching. (10%)
4. Participate in tasks that will strengthen the operations of the archive including assistance in grant writing, participation in archive and library meetings, patron services, and interactions with faculty. Participates in committee work within Washington University Libraries and completes special projects as assigned. (10%)
5. Remain current with trends and developments in digital formats, preservation, access, and file transfer and management systems. (5%)

MINIMUM EDUCATION/EXPERIENCE: Masters Degree or Graduate Level Certificate

PREFERRED EDUCATION/EXPERIENCE: A Master's degree or Graduate level Certificate in moving image archives, library and information science, film studies or other related degrees. Experience working with audio/video formats and files, digitization of linear media, website development, and editing digital media is required. Experience with editing software on Final Cut Pro is preferred. Previous archival education or experience preferred. Knowledge of African-American history and documentary filmmaking is a benefit. Evidence of written, oral communication and web management skills is required.

CRITICAL SKILLS AND EXPERTISE: Previous archival experience or education required. Knowledge of digital formats and African-American history, film, and documentary filmmaking is a benefit. Evidence of written and oral communication skills required. Experience working with digital video and audio equipment, files and formats, compression codecs, and web delivery is desired.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION:

DECISION MAKING AND IMPACT:

The position will make regular decisions on materials to be digitized, formats used, and the structure of metadata information gathered for the digital files. There are no concrete standards for digital materials; therefore it will be important for this person to stay abreast of new technologies and emerging practices. Principles guiding these decisions will be determined in collaboration with the supervisor and Digital Library Team. The impact of these decisions will affect the process and workflow for making materials accessible online as well as strategies for long-term digital storage and preservation.

FINANCIAL/OPERATIONAL IMPACT: None

CONTACTS:

Internal – The person will interact mainly with archive staff and Digital Library Services.

External – Most external contact will be with vendors and moving image archivists who also are managing digital content.

SUPERVISION:

Given – None

Received – Employee will often work closely with the supervisor to develop goals and strategies in the archive as it pertains digitization, editing, and preservation.

8/9/12 4:55 PM

<http://www.hr.uwaterloo.ca/jd/00001408.html>



WATERLOO | HUMAN RESOURCES

Digital Special Collections Librarian

| | | | |
|-------------|-------------------------------|-----------------|--------------------------|
| Department: | Library - Special Collections | Effective Date: | January, 2012 |
| Grade: | USG 8-13 35 hr/wk | Reports to: | Head Special Collections |

General Accountability

This position is accountable to the Head, Special Collections for developing and implementing the Special Collections digital preservation & digitization for preservation program, including policies, workflows and processes for the appraisal, acquisition, description, storage, preservation and discovery of digital special collections and archives.

Working closely with support from, and in collaboration with, Library Systems, IST partners, liaison librarians, content creators and owners and others across the Library, the Digital Special Collections Librarian is responsible to:

- Collaboratively develop and implement the Library's digital preservation & digitization for preservation program, including policies, workflows and processes for the appraisal, acquisition, description, storage, preservation and discovery of University and Library academic and administrative digital assets, collections and archives.
- Work across the Library to ensure appropriate and granular discovery, access and management of Library digital assets
- Work with Library and campus stakeholders to articulate, specify and implement technical approaches and infrastructures for digital content archiving and preservation, recognizing that these may vary with the content and use case
- Perform other advanced archival work, when required, relating to the management of archival records in analogue formats. These responsibilities are carried out in accordance with standards and best practices for digital curation and preservation, archival principles, institutional policies, procedures and priorities.
- Participate in the monitoring and development of national and international standards for digital curation and digital preservation, archives management, and participate in the formulation of local and regional (eg. TUG, OCUL) policies and procedures.
- Participate in the marketing, outreach and education of digital preservation best practices, resources and services across the Library and with the Ontario Council of University Libraries (OCUL) and other regional bodies.

Nature and Scope

This position is one of three reporting to the Head, Special Collections. The others are the Archivist, Special Collections, and the Library Clerk/Secretary. The Doris Lewis Rare Book Room houses literary and historical archive collections serving the research needs of undergraduates, graduates, faculty members, community members and outside researchers. Staff provide reference assistance by mail, telephone, personal visit or electronically. The collections include the University of Waterloo Archives, comprised of official records of University administrative offices, faculties and departments, and materials created by University-related groups and private donors, documenting the history of the University. Access to these materials is provided to the university community and outside researchers in accordance with University of Waterloo policies and guidelines, the Canadian Copyright Act, the Ontario Freedom of Information and Protection of Personal Privacy Act, and, for private donations, the donor's wishes as stated upon transfer of documents.

The incumbent provides leadership with respect to the curation and preservation of born-digital and digitized materials, and the integration of long-term digital preservation services into existing Library services. The incumbent provides support to other Library staff, recognizes and encourages their contributions and builds productive, team-based relationships, and also leads by building effective working relationships with other staff at the University of Waterloo and in other TUG Libraries.

The incumbent develops expertise in emerging national and international standards for digital archives, digital curation and preservation – such as the Open Archival Information System (OAIS) Reference Model, digital preservation metadata standards (e.g., PREMIS, METS), and emerging standards for trusted digital repositories – as well as standards for other archives functions, such as archival description. The incumbent is responsible for the creation and maintenance of internal files which support the provision of discovery and access services, and must also be familiar with other Library policies and procedures.

Increasingly, literary and historical archives and university archives collections include “born-digital” materials or materials requiring digitization for their continuing preservation and access. The incumbent will, starting with University Archives, develop and manage the Library's digitization for preservation and digital repository services, the university web archive, and associated discovery and access initiatives for born-digital and digitized collections. The incumbent will liaise with the university records manager and other university officials, in identifying university digital assets of enduring institutional value, and in developing strategies for their long-term preservation and use.

The incumbent will also work closely with Library departments, providing assistance and guidance to librarians and staff who are creating or have digital assets that are of lasting interest to the University and broader academic disciplinary communities.

Information access management aspects of this position include appraisal, accessioning, arrangement, description and preservation of archival materials, both digital and analogue. For each collection the incumbent creates an accession record and inventory; determines a logical, informative and appropriate arrangement which conforms to archival principles; conducts historical research to determine biographical and historical information relating to the collection; identifies the metadata required to ensure that the content, context, and structure of the collection will continue to be available and understandable to researchers, and that the collection will remain usable; creates a finding aid; and, for digital materials, ensures that copies of digital records and their associated metadata can be made available to all users who require them. The incumbent provides information access to digital and analogue archival

materials according to national and international standards as appropriate and as they are evolving. The incumbent is responsible for the establishment, documentation and implementation of processing procedures for digital archives and digital special collections necessary to maintain intellectual and administrative control of the collections.

The public service aspect of this position requires detailed knowledge of the background and content of both book and archival collections in the Department for the provision of information service and the preparation of exhibits and occasional publications, and requires as well knowledge of methods of research. The incumbent acts as liaison between the Library and University Faculties and units and performs research at the request of University officials and administrative departments and must have a broad knowledge of the history of the University and its administrative and academic organization. The incumbent assists as requested in University and Library development activities and related events, performing research and providing materials for anniversaries, open houses, reunions, yearbooks, slide shows, histories and other publications.

The incumbent will lead diverse project teams of individuals working on digital preservation efforts throughout the Library, and may have co-op students, technical staff and assistant archivists reporting to them as required.

Statistical Data

Specific Accountabilities

1. To lead the development and implementation of the Library's digital preservation and digitization program including for example integration with discovery and access of locally managed tools.
2. To manage digital collections and archives of textual, graphic, audio-visual, research data and other materials by accessioning, arranging, describing, preserving, and making them available for use, through the associated OAIIS functions of ingest, archival storage, administration, access, and preservation planning.
3. To maintain an awareness of national and international standards and practices including those emerging and under development, recommending these for local use.
4. To assist with the management of collections in analogue formats by accessioning, arranging, describing, preserving, and making them available for use.
5. To articulate, create and maintain internal and external electronic records, documents, indexes and files which facilitate processing, information access management and reference/research functions.
6. To provide information access to archival collections in accordance with international and national standards, with the Department's policies, needs (including requirements for monetary appraisal), standards and to maintain related files.
7. To ensure the continued development of existing special collections by assisting with the appraisal and acquisitions function, particularly regarding transfers of digital archives and collections.
8. To perform research as appropriate and to provide information service to researchers by answering specific reference requests concerning the collections, invigilating researchers using the collections, providing assistance to users, and preparing displays, presentations and by preparing and updating electronic publications, finding aids and guides.
9. To supervise part-time activity in the preparation of materials for archives.
10. To lead or participate in the planning and execution of special projects and to participate on task groups or committees when required.

Digital Archivist

Manuscripts & Archives

Sterling Memorial Library

Yale University

Rank: Librarian II

The University and the Library

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and supports the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including approximately thirteen million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in twenty-two buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the new Bass Library, it employs a dynamic and diverse staff of nearly six hundred who offer innovative and flexible services to library readers. For additional information on the Yale University Library, please visit the Library's Web site at: www.library.yale.edu.

General Purpose

Reporting to the Senior Archivist for Digital Information Systems/Head of the University Archives, the Digital Archivist will join a dynamic group of archivists and helps to ensure effective acquisition, description, preservation, future migration, access to and security of digital component of manuscripts collections acquired by the department. Primary focus will be on the management, appraisal, description, and preservation of born-digital components of manuscripts collections.

Responsibilities

Drives management, appraisal, description, and preservation of born-digital components of manuscripts collections. Explores and proposes new technologies, including Web 2.0, to meet research and reference needs of patrons and staff. Serves as the systems team liaison to the public services unit. Under the direction of the Senior Archivist for Digital

Information Services, the systems team employs digital technologies to transform departmental processes and operations and ensures the functioning of the department's technology infrastructure. Serves as the web manager for the Manuscripts & Archives and Fortunoff Video Archive for Holocaust Testimonials (VAHT) public web portals, utilizing Cascade Server content management system, and is responsible for maintaining and updating the department's internal policies and procedures web site, utilizing SharePoint. Assists in research services functions of the department through weekly service on the reference desk, involvement in primary source instruction, and assistance with the exhibit program. Utilizing departmental and library digital infrastructure, manages preservation and access copies resulting from digital duplication. Assesses existing infrastructure and suggests changes as necessary. Supports and manages technical aspects of the VAHT digitization collections digitization project. Actively participates in library- and university-wide efforts to preserve and disseminate digital collections, wherever that work might be undertaken. Serves on requisite committees, as necessary. In particular, participates in the development of digital repository functionality to support users in determining the existence, description, location, and availability of digital collections stored in the repository, as well as applying restrictions and controls to limit access to specially protected collections, generating responses, and delivering the responses to users. Addresses the integration of digital collections with EAD finding aids. Provides technical skills (XML, XSL – stylesheet transformation and XSL FO for PDF generation) to support EAD finding aids maintenance and development throughout the Yale University Library. Engages actively with professional organizations and literature; keeps abreast of archival trends and developments. Participates in and contributes to library long-term planning and is professionally active in library, scholarly and/or academic organizations. Represents the library and the University in the academic and professional community by serving on various committees and task forces. May be required to assist with disaster recovery efforts. May be assigned to work at West Campus location in West Haven, CT.

Qualifications

Master's degree from an ALA-accredited program for library and information science and/or Master's degree in history or related discipline; and a minimum of two years professional archival or digital records management experience and demonstrated professional accomplishments. Demonstrated knowledge of digital archival and records management principles and practices, as well as the systems and automation techniques utilized. Demonstrated ability to work with databases, migrate data from one database system to another, and develop functional requirements for programmers building new database applications. Familiarity with EAD, MODS, METS, XML/XSL and other data structure standards relevant to the archival control of digital collection materials.

Demonstrated ability to communicate effectively, both orally and in writing.
Demonstrated skills in web site creation and management. Ability to work independently and collaboratively in a team environment. **Preferred:** Experience integrating digital and non-digital material into archival arrangement and description. Experience with web-based content management systems and page authoring tools such as Cascade Server and SharePoint. Experience providing reference service in an academic repository.
Ability to conduct training in technical areas.

Head of Digital Information Systems and the University Archives

Manuscripts & Archives

Sterling Memorial Library

Yale University

Rank: Librarian III-V

The University and the Library

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and supports the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including approximately thirteen million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in twenty-two buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the new Bass Library, it employs a dynamic and diverse staff of nearly six hundred who offer innovative and flexible services to library readers. For additional information on the Yale University Library, please visit the Library's Web site at:

www.library.yale.edu.

General Purpose

Reporting to the Director, and supervising the Digital Archivist and Records Services Archivist, the incumbent is responsible for the planning, design, implementation, and maintenance of the department's digital management and descriptive information systems, including systems for the creation, maintenance, and delivery of original and surrogate digital resources. The incumbent plans and supervises user and systems support activities for the department. The incumbent directs the work of the University Archives.

Responsibilities

1. Coordinates systems and digital resources planning in Manuscripts and Archives taking into account professional and industry trends and projections as well as university, library, and departmental plans. Keeps abreast of professional and technological developments affecting the department's automated systems and digital resources and recommends upgrades, software and equipment purchases, and migration strategies, consistent with university and library objectives and policies.
2. Communicates and coordinates systems and digital resources plans with appropriate professional, university, and library groups through reports, service on committees and active professional contacts. Serves as technical liaison with the Information Technology Office,

Library Access Integration Services, and the university's Technology Services department for systems, electronic records, data warehousing, and related issues.

3. Develops resources needed to advance priority systems and digital resources programs and projects in Manuscripts and Archives through internal budget and resource planning and grant and development proposals.
4. Provides technical and project management leadership and coordination for systems and digital resources development, implementation, and maintenance projects.
5. Directs the department's systems and user support activities to ensure that systems and applications are reliable and that staff are fully trained in their use. Coordinates the use of library and other external systems.
6. Recommends the selection and coordinates the work of outside vendors hired for systems and digital resources projects.
7. Directs strategic planning for the University Archives. Establishes policies and procedures for day-to-day operations, including accessioning, office of origin requests, and backlog processing. Serves as one of the main points of contact with the Secretary of the University, General Counsel for the University, and the Vice President for Finance and Administration.
7. Participates in departmental strategic and action planning, and in the formulation of departmental policies and procedures by assembling information, drafting policy and procedure memoranda, and making recommendations on proposed policies and procedures.
8. Makes recommendations on personal selection, staffing requirements, and equipment and supply needs.
9. Participates in library planning activities and is active professionally.
10. May be required to assist with disaster recovery efforts. May be assigned to work at West Campus location in West Haven, CT.

Qualifications

Required: MA degree in history, computer science, or related discipline and/or ALA accredited MLS. Formal archival and records management, library science, computer science, or related training or education. Five years experience in an archival, records management, library, or similar environment with increasing responsibility for systems development, implementation, or maintenance, including two years experience in a university archives setting. Experience with EAD, MODS, METS, XML/XSL and other data structure standards relevant to the archival control of digital collection materials. Experience with relational database systems, preferably

SQL Server or Access. Experience delivering content in web-based applications. Knowledge of data storage methods, media and security. Excellent oral and written communication skills. Demonstrated ability to work effectively in a team setting with administrative, professional and support staff. Supervisory experience. Demonstrated professional contributions at the regional, national, and/or international level through published writings, conference presentations, professional organization committee/task force work, and/or workshop development and teaching.

Preferred: Professional archival, library, or systems experience in an academic or research library setting. Reference, arrangement and description, or collection development experience in an archival setting. Experience in the development and management of grant-funded projects. Training in project management tools and techniques, such as Microsoft Sharepoint/Project.

ARCHIVIST, DIGITAL PROJECTS & OUTREACH

York University Libraries invite applications for the position of Archivist with the Clara Thomas Archives & Special Collections. The successful candidate will be responsible for the stewardship of digital assets including the management of born-digital records and the creation of digital collections from analog documents (such as sound and moving image recordings, photographs and textual materials), as well as processing records in a wide variety of other media. This is a tenure-track position for an archivist with up to three years of post-graduate experience.

York University offers a world-class, modern, interdisciplinary academic experience in Toronto, Canada's most multicultural city. York is at the centre of innovation, with a thriving community of almost 60,000 faculty, staff and students who challenge the ordinary and deliver the unexpected. The Clara Thomas Archives & Special Collections is a department of York University Libraries holding over 700 metres of university records; over 2,400 metres of private and institutional papers and an extensive collection of non-textual materials. Special Collections has over 20,000 volumes of published Canadiana, including Canadian pamphlets. Additional information on holdings and services can be found at: <http://www.library.yorku.ca/ccm/ArchivesSpecialCollections/index.htm>

Responsibilities:

The Archivist works within a collaborative and team environment. The incumbent will be an enthusiastic and innovative individual who demonstrates leadership in the creation, development, maintenance and support of digital archival holdings. He/she will work closely with the Digital Initiatives Librarian to develop and implement policies and procedures for the capture, storage and long-term accessibility of these holdings. Working with the Web Librarian, the successful candidate will provide leadership in the development, management and maintenance of the departmental web presence. He/she will show leadership in the development and implementation of a communications/outreach plan for the Clara Thomas Archives and Special Collections. Assists the Head with securing grants and other funding to support digital projects. He/she will be regularly involved in the provision of reference and research services as well as in the appraisal, acquisition, arrangement, RAD-based description, and physical processing of private papers and university records. Will participate in instruction of undergraduate and graduate students in the use of archival holdings. The incumbent will be committed to scholarship, professional development and service.

Qualifications:

- Master's in archival studies from a graduate programme conforming to the Association of Canadian Archivists' Guidelines for the Development of a Two-Year Curriculum for a Master's of Archival Studies, or MLS (or equivalent) with concentration in professional archival education
- Up to three years of professional archival experience in an established archive, preferably in an academic setting
- Demonstrated experience in using computer applications for the management of archival holdings and the creation of digital documents for outreach via virtual exhibits, blogs etc.
- Awareness of funding opportunities and of the grant-writing process
- Demonstrated experience in the creation of promotional materials for cultural programming (preferably archives)
- Demonstrated knowledge of media conversion technologies
- Demonstrated knowledge of the creation and management of electronic records
- Demonstrated project management skills
- Excellent oral and written communication and instruction skills
- Excellent organizational, analytical and interpersonal skills
- Ability to work independently and in collaboration with others
- Ability to manage a complex workload in a timely, effective manner with minimum supervision
- In-depth knowledge of current trends and issues in archives, including RAD and EAD

Digital Assets Librarian, York University Libraries

York University Libraries are seeking an innovative and self-motivated individual for the position of Digital Assets Librarian in Bibliographic Services.

York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate level in Toronto, Canada's most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 240,000 alumni worldwide. York's 10 Faculties and 28 research centres conduct ambitious, groundbreaking research that is interdisciplinary, cutting across traditional academic boundaries.

The Digital Assets Librarian will join a dynamic and growing team at York University Libraries, actively participating in research on campus, OCUl-Scholars Portal programs, and national and international digital initiatives. Working collaboratively in a dynamic service-oriented environment, the Digital Assets Librarian will play an integral role in the development of data curation, asset management and preservation strategies for York University Libraries. He/she will enable data discovery and retrieval, preserve and maintain data quality, provide for data re-use over time, and develop other value-added services.

The successful candidate will have a proven track record of managing large-scale projects involving stakeholders spanning multiple areas. The incumbent will ensure that best practices in emerging metadata standards are established and followed. This position will perform a key role in the creation of new data repository tools by gathering requirements and coordinating software development projects. He/she will play an advocacy and promotion role for open access to research data, best practices in data curation, and preservation practices on campus. The Digital Assets Librarian will work closely with colleagues, faculty, and staff to provide a wide range of curatorial services, including consulting on best practices for data documentation, developing appropriate data management plans, and coordinating the receipt of new data acquisitions. The Digital Assets Librarian responsibilities will include a liaison assignment with an academic department.

Additionally, the incumbent will possess: an enthusiastic and flexible attitude; the capacity to adapt to a changing environment; the ability to balance multiple responsibilities; demonstrated time management skills; and knowledge of emerging trends in scholarly communications and library and information technologies.

Qualifications:

- MLS degree (or recognized equivalent) from an ALA-accredited program;
- demonstrated large-scale project management expertise;
- demonstrated experience with XML, applying metadata standards and schema, and controlled vocabularies;
- demonstrated expertise with one or more metadata manipulation and scripting languages (e.g. XSLT, Perl, Python);
- demonstrated applied web application development experience, including familiarity with development frameworks (e.g. Ruby on Rails, Django), and application programming language(s) such as Java, PHP, or others;
- familiarity with semantic and linked data standards such as RDF and OWL;

- familiarity with standards and best practices in data curation and preservation;
- strong understanding of emerging trends and issues for research libraries in the areas of digital curation, digital preservation, scholarly communications and metadata;
- excellent independent learning and problem-solving abilities;
- excellent oral and written communication skills, ability to work independently and in collaboration with others;
- evidence of a developing research portfolio

This is a continuing-stream (tenure track) appointment to be filled at the Assistant Librarian level and appropriate for a librarian with up to nine years of post-MLS experience. Librarians and archivists at York University have academic status and are members of the York University Faculty Association bargaining unit (<http://www.yufa.org/>). Salary is commensurate with qualifications. The position is available from June 1, 2012. All York University positions are subject to budgetary approval.

York University is an Affirmative Action Employer. The Affirmative Action Program can be found on York's website at www.yorku.ca/acadjobs or a copy can be obtained by calling the affirmative action office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority.