Hartford Public Library

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JOB DESCRIPTION

Position Title: Digital Library Lab Manager   Position #:

Reports To: Executive Director, Culture and   Grade:
Communications

Department: Culture and Communications   Step:

Location: Downtown Library

FLSA Status: Salary Minimum: $

Union Status: Midpoint: $

Last Updated: Maximum: $

Summary

Time Spent	ESSENTIAL DUTIES AND RESPONSIBILITIES
	The Digital Library Lab Manager is responsible for daily lab operations, workflows and activities to convert a wide range of paper-based and media collections to digital formats from general and special collections; oversees production for concurrent projects, providing quality assurance for all operations, and ensuring standards and best practices are followed; and plays a key role in developing procedures, designing new workflows, and identifying and testing tools and software to increase the Lab's capabilities to address current and new needs.
50%	**MANAGEMENT** • Plans and directs the work of multiple in-house and vendor projects and activities to meet departmental and Library goals and priorities • Hires, oversees, and supervises DLL staff and grant and contract staff on activities of materials preparation, image capture, creation and management of master and derivative files, and quality control • Ensures that digital conversion of paper-based and media materials is accomplished following established standards for creation of digital preservation masters and local guidelines for ingest into preservation repositories and interface systems • Develops project timelines and ensures annual production goals are met • Monitors, evaluates and improves workflows and procedures for production efficiency and quality • Develops and implements a quality assurance program for all Lab operations • Creates training materials as required; oversees and/or trains students and interns; and provides and maintains technical and procedural documentation
30%	**TECHNICAL DEVELOPMENT & SUPPORT:** • Provides basic technical support for the Lab's imaging and processing equipment and software • Identifies, tests and recommends useful commercial and open source software for image capture and file processing; implements new hardware and software into production workflows • Develops methods and procedures, and works with library partners and developers to automate and improve activities and production workflows • Incorporates databases, scripts and image processing utilities to enhance workflows • Keeps abreast of digital initiatives, emerging standards, projects and activities on a regional, national and international level

20%	**PLANNING AND COLLABORATION (20%):** • Plans and meets annual goals of the Digital Library Lab. • Monitors and documents use of resources, compiles cost and production data and analyzes statistics for annual reports, budgets and planning purposes • Compiles digital requirements, and provides cost and production estimates for specialty orders, new projects, and workflows for new services • Collaborates with other departments and staff that support the complete life cycle for digital collections • Collaborates with Hartford History Center staff on preservation treatment actions for materials in digitization workflows Other Duties as Assigned.

EDUCATION and EXPERIENCE/QUALIFICATIONS

COMPETENCIES:
• Demonstrated ability to work with a wide range of digital library and metadata standards and best practices for creating digital objects from a variety of original formats, required
• Thorough knowledge of national standards and best practices for creating digital objects from a variety of paper-based original formats, required
• Strong organizational skills, including the ability to establish priorities and achieve goals, required
• Well-developed skill in organization and planning; analytical thinking and problem-solving demonstrated through work experience, required
• Ability to plan and direct project workflows in a complex production setting and meet timelines, required
• Ability to adapt to change, analyze and assess problems; take initiative to find creative solutions, required
• Excellent written, oral and interpersonal communication skills, required
• Demonstrated skill working independently and collaboratively in a complex environment, required
• Sensitivity to the handling issues of a wide variety of general and special collections library materials, required
• Ability to lift large and heavy books, required
• Knowledge of preservation issues in cultural institutions, preferred

EDUCATION:
Bachelor's Degree, required

EXPERIENCE:
• Demonstrated experience managing a process from design to completion
• Demonstrated supervisory experience directing technical staff
• Experience managing digital projects in a library, museum or commercial imaging environment, preferred
• Experience with digital preservation and curation practices and principles, preferred
• Experience using Microsoft Access to pull data from other databases and manipulate it, preferred

TECHNICAL KNOWLEDGE AND SKILLS:
• Demonstrated expertise and technical knowledge in the creation and management of digital information including image capture, quality control, scanning hardware and software, digital file formats, and compression schemes
• Demonstrated competence in computer skills including Windows operating systems, Microsoft Office, Adobe Photoshop and other digital imaging software, including those that operate in a command line environment
• Knowledge of color calibration and color management systems, preferred
• Knowledge of standards and practices for conversion of media collections, preferred
• Knowledge of digital preservation metadata standards and descriptive metadata standards, preferred

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Office environment
- Ability to handle rare and fragile materials of various sizes and formats in a safe and sensitive manner
- Ability to bend, crouch, or stoop
- Ability to lift and move up to 50lbs
- Ability to tolerate moderate levels of dust and odor
- Ability to hear, including making fine discriminations in sound
- Ability to see, including color, depth perception, or clarity; must be able to visually focus on print and electronic material for long periods
- Ability to feel, including perceiving size, shape, temperature, or texture
- Effective audio-visual discrimination and perception
- Ability to sit for 4 hours or more
- Ability to use computers extensively for 4 hours or more
- Ability to operate equipment necessary to perform job
- Ability to Use Standard Work Station Equipment
- Ability to Use Standard Office Equipment