



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

DIGITAL ARCHIVE SPECIALIST REGIONAL HISTORY & GENEALOGY PENROSE LIBRARY

(40 hours per week, non-exempt)

Position # 718030001

DATE POSTED: October 24, 2022

LOCATION: 20 N Cascade Ave., Colorado Springs, CO 80903

STARTING WAGE: **\$20.05** per hour + partial benefits

POSITION HOURS: 40 hours per week with the following schedule:

Monday – Friday : 8 a.m. – 5 p.m.

****This is a grant funded position from November 2022 – August 31, 2024. ****

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/Jobs at the Application Tab
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

CLOSING DATE: Preference for application materials received by **November 14, 2022 at 9:59 p.m. MDT**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

DIGITAL ARCHIVE SPECIALIST (cont.)

Position Summary: This position will play a part in preserving regional history by coordinating from "beginning to end" the digitization of a series of aerial prints and negatives.

The position is grant funded and funding ends on August 31, 2024. There are no plans to make this a permanent position; if it becomes a permanent position the staff member would need to re-apply.

Benefits include Health, Dental, Vision, and Life insurance, Employee Assistance Program, PTO (including vacation and sick leave)

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Establish proper conditions for accurate photographic capture, including setting up lighting and capture equipment.
- Apply expert knowledge of digital capture to photograph archival collections.
- Responsible for color management according to industry standards; maintain color calibrated workstations.
- Perform high-end post-processing tasks including color enhancement, masking, layering, and file stitching.
- Perform postproduction image quality control for both digital and print outputs, including evaluation, ensuring quality, and consistency.
- Perform file analysis, create inventories, and create metadata.
- Maintain and suggest revisions for best-practice documentation, naming conventions, metadata models, and taxonomies.
- Prepare and organizes digital files for ingest into digital repositories, coordinate deliverables.
- Ensure database of record accuracy by standardized metadata and other cleanup as needed.
- Track Project status and submit regular production reports.
- Use a copy camera system, consisting of a copy stand, lights, and FX DSLRs, mirrorless camera.
- Responsible for image processing, editing, and organizing digital files.
- Use bibliographic data from catalog and finding aides to develop directory structure and add structural data using customized repository tools.
- Maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

DIGITAL ARCHIVE SPECIALIST (cont.)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates knowledge of current library services and trends.
- Ability to work independently and effectively organize daily work under general supervision.
- Knowledge of highly specialized computer technology and applications and ability to effectively train others.
- Ability to work as part of a team, demonstrating an excellent customer service attitude and meet deadlines in a fast-paced, detail-rich environment.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers, coworkers, and with staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Working knowledge of archives and digital asset management principles to create, ingest, organize, describe, retrieve, and disseminate digitized material.
- Experience with digital photography and related technology as well as creating workflows, standards, and systems.
- Proficiency with image scanning and photo editing tools, experience with Photoshop and bridge
- Attention to detail, ability to work independently, and prioritize and manage multiple concurrent project components.
- Knowledge of Colorado Springs, Region, principal roads and highways, and landmarks
- Ability to plan and execute long-term project without extensive supervision

Education and Experience:

1. Requires a Bachelor's degree in any field.
2. Bachelor's degree in History or related field preferred.
3. Requires a minimum of two years of library experience or other customer service experience (library experience preferred).
4. Requires experience with computer equipment and software applications.
5. Experience working with content management systems, controlled vocabulary, and metadata entry is preferred.
6. Bilingual ability is a plus in serving a diverse community

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability

to lift up to 35 pounds. Ability to push a loaded book truck required.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.