

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 5 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Faculty Librarian

Proposed Classification: (n/a) Descriptive Title: Brittle Materials, Reformatting, & Deacidification Team Leader

Supervisor: Preservation Production Group Leader

Library Division/Production Group/Unit: Technical Services/Preservation Production Group

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for the planning, implementation, and administration of the deacidification, brittle materials, and reformatting programs. Works closely with the Preservation Production Group Leader to manage the disaster response program. Achieves goals and objectives within an environment of shared responsibility, and in support of strategic plans and vision. Coordinates and facilitates inter and intra production team activities, facilitates team communications, fosters an environment of shared responsibility, and develops and promotes team plans and vision. As team leader, works directly with team members to plan, develop and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, and Library level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of comprehensive brittle materials, reformatting, and deacidification programs. Serves on the Preservation Production Group Leadership Team and serves as a member of TSD coordinating teams and Library functional and program teams as appropriate. Reports to the Preservation Production Team Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and manages the brittle materials program and unit. Plans, evaluates, and implements programmatic responses. Creates written plans, procedural statements, statistical reports, educational materials and other documentation. Hires, trains, and supervises student assistants and a graduate assistant and works with other staff to process brittle materials. Confers with selectors to determine the disposition of brittle materials. Prepares materials and contracts for reformatting services such as preservation microfilming and photocopying. Ensures quality control of all reformatting products.
2. Develops and manages the deacidification program. Creates written plans, procedural statements, statistical reports, educational materials and other documentation. Hires, trains, and supervises student assistants. Confers with selectors and the Preservation Committee to determine deacidification priorities. Ensures quality control.
3. Manages the Library Disaster Plan and maintains salvage supplies. Works with the Preservation Production Team Leader to train the squad and serves as an alternate salvage squad leader.
4. As a member of the Preservation Production Group Leadership Team, contributes to the planning, development, coordination, and implementation of initiatives within the production group
5. Maintains knowledge of trends in preservation through participation in regional and national meetings and listservs.
6. Continues to acquire new skills, knowledge, and competencies needed to improve work processes.
7. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions, if needed.
8. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
9. Collaborates with other units and colleagues to improve service and serves on Library teams, committees, and other groups. Is a member of the Preservation Committee.
10. Participates in Library and divisional planning activities.
11. Fulfills "Technical Services" Common Expectations of Staff" and performs other duties as requested.

E. DIMENSIONS:

Number of Staff Supervised:	Direct: <u>1 FTE</u>	Indirect: _____
Number of Students Supervised:	Direct: <u>1 FTE</u>	Indirect: _____

Formal Leadership:

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and complete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, throughout the division. Outside of the TSD, primary interactions include subject selectors, collections managers and curators, leaders, committees, team members and colleagues from other divisions. Other interactions include members of faculty and staff in other academic institutions and libraries and in professional associations, outside vendors and suppliers, and students, faculty and staff of the University.

Fiscal Responsibility:

Manages a replacements expenditures budget, a microfilming budget, a deacidification budget, and oversees Labor and Assistance budget for Brittle Materials, Reformatting, and Deacidification Production Team.

Physical Working Conditions:

Normal office environment, occasionally library water salvage situations, exposure to dust and mold.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and relevant library experience.

Practical Experience: Three years of relevant professional experience in an academic or research library. Experience in library or archival preservation, particularly managing preservation programs, especially microfilming projects or programs. Experience in collection management.

Technical Qualifications or Specialized Certifications:

Other Knowledge, skills, abilities and competencies required: Ability to train and supervise staff, assess their work, plan, organize, and direct work flow, and plan and organize physical space. Demonstrated management, supervisory, and leadership skills. Ability to manage a broad variety of tasks in response to varying time

pressures with shifting priorities and changing constraints. Ability to take direction as well as provide direction and motivation to staff. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____