

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
 Revised Existing Position
 Updated for files only

Position #: _____
Date Prepared: 12 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: LTIII Descriptive Title: Senior Conservation Technician

Supervisor: Collections Conservator-Conservation Production Team 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, and under the direction of the Collections Conservator, undertakes complex conservation treatments requiring a high level of skill and independent judgement. Carries out intermediate and major repairs; provides technical and administrative support and assists with the management of the Conservation laboratory and in the training and supervision of student assistants. Achieves goals and objectives within an environment of shared responsibility, and in support of strategic plans and vision. Participates on teams and committees at the production group, division, Library and University level as appropriate.

C. ORGANIZATIONAL CHARACTERISTICS:

Member of Conservation Production Team, one of three teams within the Preservation Production Group. Reports to Collections Conservator (Conservation Production Team Leader); serves as member of TSD coordinating teams, Disaster Salvage Squad, and Library functional and program teams as appropriate. University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Undertake complex conservation treatments (intermediate and major level) requiring independent judgement and a high degree of skill and specialized knowledge. Treatments include but are not limited to recasing, rebacking, sewing repair, creating protective enclosures, encapsulation, and complex paper mending. Under the guidance of the Collection Conservator, work on rehousing and other projects involving special collection materials. Perform all treatments in accordance with established standards for conservationally sound repairs to library and archival materials.
2. Train student assistants in minor and intermediate conservation procedures, quality standards, and lab protocols. Monitor work of student assistants and help to maintain established quality standards for treatments undertaken by the Unit. Help Collections Conservator evaluate, create, and update procedural and training documentation.
3. Assist the Collections Conservator with the development and implementation of a conservation program designed to meet the conservation/preservation needs of UMD's library and archival collections. Help to monitor incoming materials (weekly and monthly allocations) and maintain workflow of the production team. Under the guidance of the Collections Conservator, assist in the review of incoming materials and the selection of appropriate treatment options.
4. Assist the Collections Conservator in the management of in-house conservation laboratory. Responsible for maintaining inventories for conservation supplies, tools, and equipment. Help to maintain organization and cleanliness of the lab space.
5. Maintain statistical spreadsheets, assisting the Collections Conservator in the collections and compilation of monthly and yearly total for the Production Team. Use conservation treatment log database to track and document special collection materials and special projects. Charge and discharge materials as needed to ensure accountability and access.
6. Serve on TSD coordinating teams, and extra-divisional committees as appropriate.
7. Fulfill "Technical Services' Common Expectations of Staff" and perform other duties as requested.

E. DIMENSIONS:

Number of Persons Supervised: Direct: _____ Indirect: _____
Number of Students Supervised: Direct: 5 (1.5 FTE) 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.
- No direct staff reports.

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 compete 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 and students within the Production Team and Production Group, Production Group Leaders, and members of other teams throughout the division. Typical contacts include staff in Technical Services, reference, periodicals, and branch libraries and collections, generally for the purpose of facilitating the workflow and solving problems or committee and/or team participation.

Fiscal Responsibility:

None

Physical Working Conditions:

Normal office environment, which includes regular use of heavy equipment, cutting tools. Limited use of solvents; exposure to mold and dust. Must be able to tolerate exposure to standard conservation materials. Must be able to perform close, detailed, repetitive work for long periods. Must be able to stand for long periods. Must be able to lift and carry 50 pounds; pack and unpack boxes.

F. MINIMUM QUALIFICATIONS:

Academic Level: High school diploma or equivalent required, Bachelor's Degree desired.

Practical Experience:

Five years of appropriate education and experience. Experience must demonstrate excellence performing complex treatments and the ability to safely handle fragile materials and valued works of art.

Previous experience in conservation or book repair, bookbinding or other related handcraft, library/museum work, teaching or staff supervision required. Background in materials science or organic chemistry desired.

Technical Qualifications or Specialized Certifications: None

Other Knowledge, Skills, Abilities and Competencies Required: Good manual dexterity and strong visual and spatial skills. Familiarity with bookbinding tools and equipment. Demonstrated ability to organize and accomplish a variety of tasks. Demonstrated understanding of book structures and standard conservation procedures for the treatment of paper-based materials. Demonstrated understanding of conservation and preservation objectives. Ability to understand, recognize and achieve quality standards set by the Conservator for in-house conservation treatments. Ability to meet deadlines and keep cyclical workflow moving. Ability to communicate effectively orally and in writing and familiarity with use of automated library information systems. Familiarity with maintenance of statistics and inventory control and ability to use word processing and spreadsheet software. Ability to work independently and efficiently, to work effectively with others, and to learn quickly.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____
