

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

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

Position #: _____
Date Prepared: 27 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Library Technician II Descriptive Title: Brittle Materials, Reformatting, and Deacidification Technician

Supervisor: Brittle Materials, Reformatting, and Deacidification Production Team Leader

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

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 50 %

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

B. POSITION SUMMARY:

Within a team environment, assists in maintaining the brittle materials research workflow, the reformatting workflow, and the deacidification workflow. Helps monitor and maintain established quality standards for treatments undertaken by the Team. 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 Brittle Materials, Reformatting, and Deacidification Production Team, one of three teams within the Preservation Production Group. Reports to Brittle Materials, Reformatting, and Deacidification Production Team Leader; serves as member of TSD coordinating teams, and Library functional and program teams as appropriate. University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Enter materials into the Brittle database and make preliminary evaluations. Perform research on brittle materials and prepare shipments to vendors.
2. Prepare materials and targets for microfilming. Inspect all generations of film for bibliographic completeness and technical quality.
3. Monitor and perform book selection for deacidification and prepare materials for shipment to deacidification vendor. Inspect shipments for quality control.
4. Maintain item status information in the integrated library system for library materials sent to the Brittle Materials, Reformatting, and Deacidification Production Team.
5. Help monitor and maintain established quality standards for treatments undertaken by the Unit.
6. Work with the Graduate Assistant to train student assistants in performing brittle materials research, selecting books for deacidification, preparing microfilm and photocopy shipments, carrying out other brittle materials decisions, and maintaining quality standards.
7. Maintain statistics on reformatting decisions and actions and on deacidification.
8. Serve on TSD coordinating teams, and extra-divisional committees as appropriate.
9. Fulfill "Technical Services' Common Expectations of Staff" and perform other duties as requested. 5%

E. DIMENSIONS:

Number of Persons Supervised:	Direct: <u> 0 </u>	Indirect: <u> 0 </u>
Number of Students Supervised:	Direct: <u> 0 </u>	Indirect: <u> 0 </u>

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; exposure to dust and mold. Must be able to lift and carry 50 pounds; pack and unpack boxes.

F. MINIMUM QUALIFICATIONS:

Academic Level: High school diploma or equivalent.

Practical Experience: Three years relevant work experience. One year in an academic or research library.

Technical Qualifications or Specialized Certifications: None

Other Knowledge, Skills, Abilities and Competencies Required: Familiarity with library catalogs and databases and ability to perform internet searches and use online databases. Demonstrated ability to organize and accomplish a variety of tasks. Ability to understand, recognize and achieve quality standards. Ability to meet deadlines and keep 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, database 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: _____

