

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: Conservation Technician

Supervisor: Conservation Production Team Leader – Collections Conservator

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, undertakes various conservation treatments, and related bindery preparation workflows. Assists with the management of the Conservation laboratory and in the training and supervision of student assistants as needed. 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 conservation treatments requiring some independent judgement and degree of skill and specialized knowledge. Treatments include but are not limited to simple recasing and rebacking, creating simple protective enclosures, encapsulation, pamphlet binding and minor/intermediate repairs for materials selected for commercial rebinding. Under the guidance of the Collection Conservator, work on special repair/enclosure projects as needed. Perform all treatments in accordance with established standards for conservationally-sound repairs to library and archival materials.
2. Maintain item status information in the integrated library system for library materials sent to the Conservation Team.
3. Help monitor and maintain established quality standards for treatments undertaken by the Unit.
4. Assist Sr. Conservation Technician with training student assistants in minor and intermediate conservation procedures, quality standards, and lab protocols as needed.
5. Assist in the management of in-house conservation laboratory. Help to maintain organization and cleanliness of the lab space.
6. Maintain statistics in accordance with established guidelines for treatments undertaken. Use conservation treatment log database to track and document special collection materials and special projects.
7. Serve on TSD coordinating teams, and extra-divisional committees as appropriate.
8. Fulfill "Technical Services' Common Expectations of Staff" and perform other duties as requested. 5%

E. DIMENSIONS:

Number of Persons Supervised: Direct: _____ Indirect: _____
Number of Students Supervised: Direct: _____ 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:

Environment involves regular use of heavy equipment, cutting tools, and adhesives; 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.

Practical Experience: Three years of relevant experience. One in an academic or research library required.

Technical Qualifications or Specialized Certifications:

Other Knowledge, Skills, Abilities and Competencies Required: Good manual dexterity; strong visual and spatial skills. Demonstrated ability to work with bookbinding tools and equipment. Familiarity with 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. Demonstrated ability to organize and accomplish a variety of tasks. 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: _____

