STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 2/11/2020

This position is:
- Classified - Represented
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<table>
<thead>
<tr>
<th>a. Classification Title: Librarian</th>
<th>b. Classification No:</th>
</tr>
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<tbody>
<tr>
<td>c. Effective Date:</td>
<td>d. Position No:</td>
</tr>
<tr>
<td>e. Working Title: Digital Projects Consultant</td>
<td>f. Agency No: 54300</td>
</tr>
<tr>
<td>g. Section Title: Library Support and Development</td>
<td>h. Budget Auth No:</td>
</tr>
<tr>
<td>i. Employee Name:</td>
<td>j. Repr. Code: OA</td>
</tr>
<tr>
<td>k. Work Location (City – County): Salem - Marion</td>
<td></td>
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<tr>
<td>l. Supervisor Name (Optional): Susan Westin, Library Support and Development Program Manager</td>
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<tr>
<td>m. Position:</td>
<td>n. FLSA: Exempt</td>
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<tr>
<td></td>
<td>If Exempt: Professional</td>
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<tr>
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<td>Eligible for Overtime: Yes</td>
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SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

The State Library plays a vital role in state government. We are an independent state agency governed by a nine-member Board appointed by the Governor under ORS 357. The mission of the State Library is to provide leadership and resources to continue growing vibrant library services for Oregonians who are print-disabled, the Legislature and state government, and all Oregonians through local libraries.

We operate on a biennial budget of approximately $16 million with 39.04 FTE.

The State Library consists of four divisions. Government Information and Library Services provides quality information services to assist state employees in the efficient performance of their jobs and in more effective decision making for state government. Library Support and Development Services provides leadership, grants, and other assistance to improve local library service for all Oregonians. Operations provides the agency’s administrative management functions such as board support, financial management, facilities management, volunteer management, information technology management, communications, and other administrative support services. The Oregon Talking Book and Braille Library is a free library for any Oregonian with a print disability, which includes visual, physical, and reading impairments.
b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position is responsible for the creation, maintenance, migration, and promotion of digital collections in Oregon, working with regional and national partners to support the visibility, accessibility, and digital preservation of cultural heritage collections. The position will also serve as the agency’s project lead for a regional digital collections partnership between the State Library of Oregon, the Oregon Heritage Commission, and the Washington State Library.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>N</td>
<td>E</td>
<td>Functions as project manager for statewide effort to support digital collections efforts at Oregon libraries (and their partners).</td>
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<tr>
<td></td>
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<td></td>
<td>Serves as the agency’s project lead for a regional, digital collections partnership between the State Library of Oregon, the Oregon Heritage Commission, and the Washington State Library</td>
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<td>Serves as subject expert, working collaboratively with libraries and participating institutions on development, digitization, and metadata for digital projects on multiple digital collection management platforms.</td>
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<td>Trains library staff and other project partners throughout the state in project management and digitization workflow; Coaches and mentors participants to assure quality standards are maintained; Builds capacity in project participants with allows them to continue local digitization efforts indefinitely</td>
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<td>Scans rare and fragile materials to archival specifications using agency equipment (flatbed scanners and software, etc.) as needed</td>
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<td>Creates metadata in accordance with project standards as well as emerging standards</td>
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<td>Analyzes and resolves quality issues with metadata, including enhancement activities that ensures conformity with digital library and archives standards and promotes access and interoperability.</td>
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<td></td>
<td>Secures partner agreements with local collection holders to ensure contributors’ metadata is discoverable and harvestable by national digital collection platform</td>
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</tbody>
</table>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Typical office environment in a shared office
- Conducts and attends meetings which may require evening or weekend work.
- Communicates orally in person, and in writing with staff, agency customers, professional colleagues, and the public about issues and topics related to the position.
- Uses word processing, spreadsheets, email and Internet access software and specialized programs.
- Travels periodically to sites in all regions of Oregon to provide consultation, technical assistance, or for monitoring purposes. Will also travel up to Washington State Library to work with counterparts.
- Occasional lifting of library materials and equipment.
- Extended periods of use and exposure to video display monitors.
• Use of CONTENTdm and/or other digital repository/digital asset management systems.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Federal laws and regulations
- State laws (ORS 357) and administrative rules (OAR 543)
- State of Oregon and State Library polices
- Library procedures and principles
- SEIU collective bargaining agreement
- Orbis Cascade Alliance Dublin Core Best Practices
- Familiarity with U.S. copyright law as it relates to digitization, digital content, and libraries

b. How are these guidelines used?

The state and federal laws and regulations provide a framework for operation. State of Oregon and State Library policies apply as needed; library principles and practices are used in providing consulting that results in services that match standard library conventions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local library staff</td>
<td>In person/phone/email</td>
<td>Assistance, follow-up</td>
<td>Daily</td>
</tr>
<tr>
<td>Washington State Library staff</td>
<td>In person/phone/email</td>
<td>Updates, consultation</td>
<td>Monthly/as needed</td>
</tr>
<tr>
<td>State Library staff</td>
<td>In person/phone/email</td>
<td>Work on agency business</td>
<td>Daily</td>
</tr>
</tbody>
</table>

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Acts with considerable independence in working with local libraries in Oregon to determine the feasibility of digitizing collections and then proceeding accordingly. Works collaboratively with the Oregon Heritage Commission and the Washington State Library to ensure the success of a cross-agency partnership on digital collections, helping Oregon collections become discoverable both regionally and within a national digital platform. Consults with the State Librarian, the Library Support and Development Program Manager as needed to carry out the duties as assigned.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM D</td>
<td>2004002</td>
<td>In person/phone/email</td>
<td>Regularly</td>
<td>Evaluating the quality of work, and to review update individual priorities and problem solving.</td>
</tr>
</tbody>
</table>
In Person | Annually | To evaluate the progress in meeting the annual goals and objectives and plans for improvements.

SECTION 9. OVERSIGHT FUNCTIONS            THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0
   How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?
   - Plan work
   - Assigns work
   - Approves work
   - Responds to grievances
   - Disciplines and rewards
   - Coordinates schedules
   - Hires and discharges
   - Recommends hiring
   - Gives input for performance evaluations
   - Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Experience using one or more metadata content standards to describe materials (e.g. Dublin Core, MODS, EAD/Encoded Archival Description, XML/MARC, etc.)
- Experience using CONTENTdm or other digital repository/digital asset management systems commonly used in library/archives/museum settings
- At least one year experience implementing digital collection projects
- Masters in Library Science

Perform position duties in a manner which aligns with the core values of the State Library of Oregon
- Equity
- Access
- Collaboration
- Public Service
- Future Readiness

Fosters and promotes the importance and value of a diverse, discrimination and harassment-free workplace; respects diversity of opinions, ideas, and cultural differences; and supports outreach and diversity-related efforts in order to diversify the workforce.

Regular attendance is an essential function required to meet the demands of this job and provide necessary services.

Valid driver’s license and acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0,000,000.00</td>
<td>Fund</td>
</tr>
<tr>
<td></td>
<td>$0,000,000.00</td>
<td>Fund</td>
</tr>
</tbody>
</table>
Total Expenditures $00,000,000.00

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

- Check box, when attached: ☐

SECTION 12. SIGNATURES

_________________________  ____________________________
Employee Signature         Date                        Supervisor Signature  Date

_________________________
Appointing Authority Signature  Date