

Digitization Technician



Position Summary

The Digitization Technician will work closely with the Digital Services Librarian to digitize Meridian History Collection materials in order to make them accessible and searchable in an online portal. Requires autonomy while also collaborating with staff and community partners.

Duties and Responsibilities

Essential

Archival

Ensures careful handling of archival documents, photographs, ledgers, maps, and other materials. Evaluates items for preservation issues such as tears, mold, insects, water damage, etc. Creates detailed and accurate descriptive metadata for each item so that it may be uploaded and subsequently found in digital collection searches.

Technology

Works with technical equipment and software such as a digital camera, iMac, Photoshop, Lightroom, and Acrobat. Proficiency in library catalog and digitization software or web portals. Ensures that digital surrogates are accurate representations of their originals and that the files meet archival standards for digitization. Hands-on experience with digital imaging, scanners, related procedures/techniques, standards, and best practices.

Records and Reporting

Assist with administrative tasks related to digitization programs. Demonstrated competency with spreadsheets, Adobe Acrobat Pro and G Suite.

Planning and Communication

Demonstrated ability to work independently, efficiently, and accurately and to ask questions as appropriate.

Marginal

Ensure security of archival materials and equipment. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to Diversity, Equity, and Inclusion.

Understands the role of technology in providing library services and is technically savvy. Exhibits proficiency in a number of operating systems and applications such as Microsoft Office Suite (Excel, Word, PowerPoint,) and Google Suite. Demonstrates the ability to learn and adapt to new software and equipment technologies, such as Photoshop, Lightroom and Acrobat. This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, scanners, personal computers, tablets, and various operating systems.

Able to handle precise, repetitive tasks with close attention to detail. Demonstrated ability to communicate clearly, verbally and in writing, and excels at asynchronous communication. Able to work independently in a team environment.

Experience: 6-12 months of experience in detail oriented tasks

Education: High school degree or equivalent; bachelor's degree preferred.

Training, Licenses, or Certifications: Valid Idaho driver's license in good standing.

Supervisory Responsibility: None.

Preferred Qualifications: Knowledge of digital collections and archiving, and regional and local history. Experience using and troubleshooting digitization equipment and software. Bilingual, preferably Spanish-English, Russian-English or other languages. Desired personal attributes include an awareness of the entire community, sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services. A continuous desire to update technology skills and proficiency in both Windows and Mac operating systems. Knowledge and experience with music, video, and audio editing software.

Working Conditions

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The position requires the employee to operate and occasionally troubleshoot general office equipment as well as various equipment including new consumer technology, and advanced computer software. This position may drive a library vehicle.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: The job requires the employee to work a varied schedule based on access to materials. Position schedule is subject to change at any time at the discretion of management.

Expected Travel: Travel between library locations and history storage facilities.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.