

University of Miami Libraries Position Description

POSITION #: P100005950
UM CLASSIFICATION: Computer System Operator IV
POSITION TITLE: Library Technician
WORKING TITLE: Digital Production Technician
DIVISION: Otto G. Richter Library
DEPARTMENT/UNIT: Digital Production
CREATED/REVISED: 2/20/13 (revised 10/30/17)
FLSA STATUS: Non-Exempt

PURPOSE & SCOPE

Under the direction of the Digital Production Manager, the Digital Production Technician is responsible for converting library and archival materials to digital formats to create online accessible digital collections. This position is responsible for digitization work of a complex nature requiring independent judgment based on extensive knowledge of library policies and procedures, as well as a firm grounding in photography and digital imaging techniques.

ESSENTIAL DUTIES & RESPONSIBILITIES

Digital Capture & Image Management (90%)

- Converts physical materials to digital formats, manages, stores, and delivers digital versions of items selected from the Libraries' distinctive collections
- Works closely with Digital Production staff, the distinctive collections, and other library departments to coordinate the digitization workflow
- Evaluates materials for digitization and makes recommendations based on independent judgment and in-depth knowledge of digitization equipment, best practices, and materials handling guidelines
- Operates and stays up-to-date on latest techniques and standards for the following digitization equipment:
 - flatbed scanners
 - automatic document feeders
 - table scanners
 - book scanners
 - digital scanning backs
- Operates and stays up-to-date on a range professional photography equipment and techniques including:
 - digital SLR cameras
 - medium format cameras
 - studio lighting
 - object photography
 - transparency photography
- Operates and stays up-to-date on 3D imaging techniques and software, including photogrammetry

- Uses and stays up-to-date on the appropriate software for editing digital files, such as Adobe Photoshop, Adobe Camera Raw, Adobe Premiere, Adobe Lightroom, as well as any proprietary capture software
- Properly handles fragile and rare materials
- Performs image quality control of digital files
- Manages large numbers of digital files, ensures that they are named, organized, uploaded, and stored correctly according to archival standards
- Prepares and helps deliver derivatives to fulfill client requests for digital reproductions or for use in exhibitions, publications, etc.
- May support audio and video digitization in collaboration with the Audio/Video Media Manager

Administrative & Other Responsibilities (10%)

- Assists in training, work assignments, supervision, and image quality control for student assistants
- Calibrates components of scanner and computer work stations on a regular basis
- Maintains statistics and compiles usage reports
- Performs other duties as assigned

Communications, Relationships, and Service

- Maintains helpful and supportive customer service behavior with all library customers
- Establishes effective interdepartmental relationships to increase unit effectiveness and disseminate information
- Communicates frequently and effectively with Digital and special collections staff and other departmental staff or administration in a timely manner regarding procedures, policies, and other necessary information
- Assists with special divisional, library-wide, and university-wide projects as assigned
- When possible, participates in committees and teams within and outside the Libraries to provide services to the Libraries, University, and the community

SUPERVISORY RELATIONSHIPS

The Digital Production Technician reports directly to the Digital Production Manager under the supervision of the Head of Digital Production. The Digital Production Technician may supervise student assistants.

QUALIFICATIONS

Required

- High school diploma or equivalent
- Three years of relevant work experience OR three years of college
- Oral and written fluency in English
- Computer skills and proficiency in Windows operating system and Microsoft Office

- Knowledge and experience with image and media manipulation and editing programs, such as Adobe Photoshop, Adobe Camera Raw, Adobe Lightroom, and Adobe Premiere.
- Knowledge and experience with digitization equipment, such as flatbed scanners
- Knowledge and experience with photography, such as DLSR cameras
- Aptitude for accuracy and detail
- Excellent analytical and critical thinking skills
- Excellent organizational skills
- Ability to work cooperatively and productively with others
- Ability to work independently and in a team environment
- Ability to lift up to 40 pounds

Preferred

- Experience in an academic or research library
- Experience handling library or archival materials
- Experience with object photography
- Experience with 3D imaging