

YAKIMA VALLEY LIBRARIES

In the Matter of:
Yakima Valley Libraries
Temporary Archivist Technician Position and
Job Description

RESOLUTION
17-009

WHEREAS, the Trustees of Yakima Valley Libraries review and establish policies;

WHEREAS, there is a need for additional professional two-year temporary help for digitization, organization, and structure of archives including the Relander Collection;

WHEREAS, there is a budget impact of approximately \$116,000 in wages and benefits over 24 months that will utilize 2017 payroll funds for the remainder of 2017 and will be presented as a capital expenditure in the 2018 and 2019 budget years;

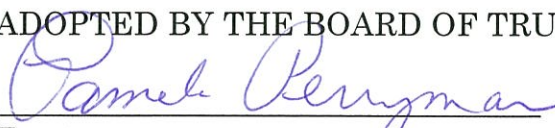
WHEREAS, there is a need for a temporary increase in Full Time equivalents from 81 to 82;

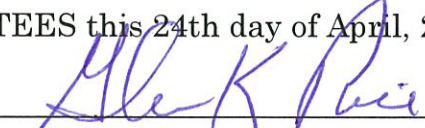
WHEREAS, there is a need to approve the Archivist Technician job description;


NOW, THEREFORE, BE IT RESOLVED that the Yakima Valley Libraries Board of Trustees authorizes:

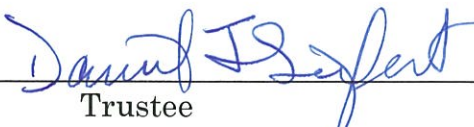
The Library Executive Director to approve the Archivist Technician job description, make provisions to employ and hire the position with the above stated budget provisions, and increase the Full Time Equivalents from 81 to 82.


ADOPTED BY THE BOARD OF TRUSTEES this 24th day of April, 2017.


Trustee


Trustee


Trustee


Trustee


Trustee

Yakima Valley Libraries
Archive Technician
FLSA: Non-Exempt Professional

Job Purpose and Summary

Performs technical level Archive duties throughout Yakima Valley Libraries, participates in maintaining assigned collection materials, and performs other specialized duties relative to area of assignment. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned management staff. May exercise functional and technical supervision and/or lead responsibilities over paraprofessional, technical, or volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with patrons, and verifies that patron's needs are met.
2. Assists with a variety of archival library work for area of assignment, including researcher assistance, accession, cataloging, digitization and conservation.
3. Assists with the proper care and security of specialized collection materials, including books, maps, directories, periodicals, government documents, and archival materials.
4. Participates in basic preservation treatment of archival materials, rare books, and photographic materials; prepares items for storage.
5. May attend meetings and activities as assigned; reads professional journals and publications; reviews current information and trends related to public library archives.
6. Performs other duties as assigned.

Qualifications

1. Associate of Arts degree; Bachelor's degree in history or related field highly preferred.
2. One year collection maintenance/archival work or public library experience.
3. A valid Washington driver's license.

Knowledge of:

1. Current public library operations, functions, programs and services.
2. Customer service standards and protocols.
3. Principles of intellectual freedom and the Library Bill of Rights.
4. Departmental policies, procedures, and service standards.
5. Knowledge of search strategies including use of the Internet, database information retrieval and classification systems.
6. Digitalization workflow, including: digital capture, metadata creation, description, access, storage, and related copyright laws.
7. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, databases and web-based searching.

Skill in:

1. Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
2. Facilitating the delivery of high-quality, customer-focused library services to customers.
3. Coordinating and performing a variety of professional functions.
4. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
5. Using independent judgment and making good decisions when resolving problems relating to patrons/public.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
- 2.

Gain knowledge of computer standards and applications in archives and libraries, including MARC, EAD, DC, and digital imaging tools.

3. Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population. Adapt to changing needs, recognize and set priorities, and plan, coordinate and organize own work.
4. Use diplomacy and tact to establish and maintain relationships with patrons and staff.
5. Operate with a minimum of supervision and work collaboratively in a team environment.
6. Operate relevant computer systems, including the integrated library system, hardware, software and office machines.
7. Use resources and current library and office technologies relevant to the job duties.
8. Obtain and maintain a valid Washington driver's license.
9. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.

Signature

Date