

# **BARABOO PUBLIC LIBRARY**

## **TITLE: Digital Projects Assistant**

This is a limited term position with the potential of up to 448 hours available.

### **DEFINITION:**

Under the supervision of the Adult Services Librarian/Assistant Director, perform technical service work for digital projects by scanning and preparing computer files for online access by the public and storage for preservation purposes.

### **DUTIES/EXAMPLES OF WORK**

1. Scan materials using a specialized scanner and save files to different media, such as external hard drives or DVD-R discs, according to the standards and procedures specified for the project.
2. Visually check the quality of the scanned images and perform image processing as needed according to the standards and procedures specified for the project.
3. Convert files to Optical Character Recognition Portable Document Format (OCR PDF) and proofread the output to check the accuracy of the OCR and correct if necessary.
4. Calibrate scanners periodically per the project standards.
5. Handle materials to be digitized with the utmost care to prevent damage.
6. Regularly communicate with supervisor to discuss plans, share information, and receive direction.
7. Other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

1. Ability to communicate effectively with staff and management
2. Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with peers and management.
3. Knowledge of computers and peripherals, keyboarding, scanners, Adobe Acrobat, Microsoft Office programs, and the Internet. Skill in the use of other equipment such as copy machine, microfilm reader-printers, general office equipment, and filing.

4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as appropriate.
5. Working knowledge of English grammar and spelling.
6. Demonstration of good character as determined through a background investigation.

### **PHYSICAL DEMANDS OF THE POSITION**

1. Sitting, standing, walking, climbing and stooping
2. Bending/twisting and reaching
3. Talking and hearing
4. Far vision at 20 feet or further; near vision at 20 inches or less; use of computers
5. Lifting and carrying: 25 pounds or less
6. Handling, picking up and shelving library materials
7. Fingering: keyboarding, writing, filing, sorting, and shelving

### **MENTAL REQUIREMENTS**

1. Communication Skills: Effectively communicate ideas in both written and oral form.
2. Reading Ability: Effectively read and understand information contained in memos, reports, bulletins, etc.
3. Mathematical Ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
4. Ability to Comprehend and Follow Instructions: Effectively follow verbal and written instructions from supervisor and interpret technical procedures and instructions.
5. Time Management: Set priorities in order to meet assignment deadlines.
6. Ability to work effectively in a constantly changing environment.

### **ENVIRONMENTAL/WORKING CONDITIONS**

1. Stress from working-under deadlines.
2. Possible eyestrain and headaches from computer screens

3. Frequent standing, sitting, getting up and down, stooping, bending, etc...
4. Possibility of workplace violence
5. Inside work environment

**EQUIPMENT USED**

Book cart, calculator, camera, computer and peripherals such as printers and scanners, copy machine, microfilm reader-printers

**EDUCATION AND EXPERIENCE**

1. High school diploma or equivalent. Experience working in a public library preferred.
2. Coursework or experience in digital preservation, digital collections, or archives administration helpful.
3. Keyboarding, computer skills, and general office skills

**Position Classification:** Grade B

**Date:** August 20, 2014