### GREENVILLE COUNTY (SC) LIBRARY SYSTEM

**JOB ANNOUNCEMENT, NO. 2023-054**

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| **Posting Date:** Monday, February 6, 2023 | **Application Deadline:** Monday, February 20, 2023 |
| **Position:** Digitization Specialist, Discovery/South Carolina Room, Hughes Main Library | **Pay:** $43,797 per year, plus benefits |
| **Status:** Regular Full-time, Exempt | **Available:** March 2023 |
| **Location:** Hughes Main Library, 25 Heritage Green Place, Greenville, South Carolina. | |
| **Schedule:** Mon., Tues., Thurs., & Fri. 9:00a-5:30p; and Wed. 12:30p-9:00p. Every 5 weeks, this position works a weekend shift, Sat. 9:00a-6:00p and Sun. 1:30p-6:00p. (When working on Saturday, the employee is off the Friday before or another day during the week. When working on Sunday, the employee is off the Monday after or another day during the week.) | |

## **FUNCTION**

Reporting to the South Carolina Room Supervisor, this position:

* Plans and implements digitization projects and manages in-house digitization of materials.
* Performs professional library work of a specialized nature including collection development, programming, and outreach geared to adults.
* Embodies the Library System’s Code of Service by creating an atmosphere where customers and coworkers feel invited, informed, impressed and inspired.
* Greets customers and coworkers with a welcoming smile, and enthusiastically provides knowledgeable and meaningful assistance in the discovery and use of Library System resources, services and technology.
* Performs work under general supervision, in accord with the Library System’s vision and mission, using good judgment in the application of policies and established procedures.
* Serves as the person in charge in the absence of a supervisor, maintaining efficient operations by providing support and guidance to other staff and volunteers.

## **REQUIRED KNOWLEDGE, SKILLS/ABILITIES & CHARACTERISTICS**

*(Testing of computer skills may be part of the interview process for this position.)*

Knowledge:

* Thorough knowledge of digitization and historical research sources.
* Thorough knowledge of contemporary metadata standards such as Dublin Core.
* Thorough knowledge of digital file formats for preservation and access.
* Knowledge of copyright law and rights management related to archival and digital collections
* Thorough knowledge of modern library principles.
* Thorough knowledge of general and specialized reference sources; of reference practices and techniques, including reference service delivered via telephone, online, and one-on-one appointments.
* Knowledge of technology and mobile devices.
* Knowledge of business English, spelling and arithmetic.
* Preferred: Knowledge of supervisory methods and techniques.
* Preferred: Knowledge of genealogy, local information, and the history of Greenville County and of South Carolina.

Skills/Abilities:

* Ability to safely handle fragile, brittle archival materials.
* Ability to read and decipher historic handwriting.
* Ability to analyze administrative problems and suggest practical solutions.
* Ability to create and work in a team environment and establish and maintain effective working relationships with Library System staff and the general public.
* Ability to foster and maintain effective working relationships with community organizations and area business representatives.
* Ability to work under frequently stressful conditions and meet required deadlines.
* Ability to be detail-oriented and recognize and correct errors.
* Ability to learn and enforce the Library System’s policies, procedures, and regulations.
* Ability to deal with difficult individuals with tact and diplomacy.
* Ability to operate and care for computers and their peripherals, e.g. RFID pads, barcode readers, printers, etc.
* Ability to learn the Library System’s integrated system software that manages Library System processes.
* Ability to effectively use and demonstrate to customers the use of computer equipment, Windows operating system, MS Office, various Internet browsers, email and the Library System’s website; including the online catalog and databases.
* Ability to learn and demonstrate the use of current mobile device technology to assist customers in downloading and/or accessing the Library System’s online digital materials such as eBooks.
* Ability to learn emerging technologies and moderately complex computer applications.
* Ability to communicate concepts, general information, and task-oriented information in oral, written, and electronic forms.
* Ability to plan and execute presentations and demonstrations of Library System resources for various audiences.
* Ability to maintain confidentiality and use good judgment and discretion in carrying out duties and responsibilities.
* Effective reference interview skills.
* Effective public speaking and group presentation skills.
* Touch typing skills.
* Preferred: Bilingual – English/Spanish skills.

Characteristics:

* Enjoys interacting with people both individually and in group settings,
* Possesses a strong commitment to providing an exemplary customer experience.
* Works calmly and effectively in stressful situations.
* Follows established procedures and instructions received from supervisor.
* Possesses strong leadership and organizational skills.
* Values technology as a tool and stays on top of technology trends.
* Recognizes change as an ongoing opportunity for growth.
* Performs routine tasks efficiently and without difficulty.
* Uses good judgment and discretion in carrying out duties and responsibilities.
* Is receptive to feedback, willing to learn, and embraces continuous improvement.
* Takes ownership of work, does what is needed without being asked, and follows through until task is resolved.
* Arrives on time, works hours as scheduled, and maintains a good attendance record.

## **MINIMUM TRAINING & EXPERIENCE**

Required:

* Master’s Degree in Library Science from an ALA accredited college or university or a Master’s Degree in History, Public History, Archival Studies, or related field from an accredited college or university.
* Experience working on digitization projects, managing digital collections, or other digital library related work.
* Other combinations of experience and training that meet the minimum requirements.

Preferred:

* Experience using a digital asset management (DAM) system.
* Supervisory or leadership experience.
* Experience working in a public library, museum, or archives.
* Experience working in a local history and genealogy department.
* Experience with Photoshop or a similar photo editing software.

## **PHYSICAL REQUIREMENTS**

Must have the ability to:

* concentrate for long periods of time
* speak clearly and distinctly
* hear and/or comprehend verbal communication
* hear audible alarms and notifications
* see and interpret all job-related materials
* operate library equipment as assigned
* lift up to 25 pounds and push book carts weighing over 100 pounds
* sit for long periods of time
* stand for long periods of time
* walk, bend and stoop
* reach, grasp and use hands to touch, handle, or feel

## **EXAMPLES OF WORK PERFORMED**

*These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. Essential job functions designated with (E).*

* Plans and implements digitization projects, including selection of materials, scanning, and image editing. (E)
* Manages in-house digitization projects and oversees outsourced digitization projects. (E)
* Performs rights evaluation on items selected for digitization and keeps up-to-date on the latest information regarding intellectual property, copyright, and rights management. (E)
* Creates, manages, and updates metadata for items in multiple formats. (E)
* Provides general reference service to Library System users and staff, as well as specialized research assistance related to genealogy, local information, and the history of Greenville County and of South Carolina. (E)
* Assists customers with identifying, locating, and using Library System materials. (E)
* Assists customers with the use of computer equipment, Windows operating system, MS Office, various Internet browsers, email, and the Library System’s website, including the online catalog and databases. (E)
* Teaches customers and staff effective use of the Library System catalog, the Internet, computer software, online databases, etc., through both individual and group instruction. (E)
* Provides instruction in the use of Library System equipment. (E)
* Makes appropriate referrals to other Library System units, agencies, etc., for information or materials not available at work location. (E)
* Recommends resources for the South Carolina Room collection. (E)
* Plans, organizes, and implements programs and workshops for adults, including those that promote Library System resources in assigned subject areas. (E)
* Establishes relationships with organizations and groups in the community to promote Library System services and programs, and participates in community events on behalf of the Library System upon request. (E)
* Reviews and studies professional literature to keep abreast of developments in library and information science, with an emphasis on developments in reference services and digitization. (E)
* Communicates and enforces the Library System’s *Code of Conduct* and other policies, procedures and rules to customers. (E)
* Conducts orientation tours of the South Carolina Room for groups. (E)
* Acts as a Team Leader, i.e. serves as the responsible party for the unit’s operation as designated. (E)
* Develops content for Library System web pages and publications. (E)
* Prepares, processes, and/or transmits, correspondence, acquisitions request forms, time sheets, reference statistics sheets, cataloging corrections forms, reports, etc. (E)
* Attends library association meetings, training programs, workshops, and conferences as appropriate.
* Ensures safe work methods are followed to prevent injury. (E)
* Coordinates historical research projects for the S.C. Room and other Library System departments. (E)
* Performs other related duties as required, including those of any staff member in the unit.

Greenville County Library System may change assigned work location and schedule

of any position depending upon the needs of the system.

**Visit the Job Openings page on our website at** [**www.greenvillelibrary.org**](http://www.greenvillelibrary.org) **to submit an online employment application and/or for additional information about our application process. Inquiries may be directed to**

**Cindy Quinn at (864) 527-9232 or** [**cquinn@greenvillelibrary.org**](mailto:cquinn@greenvillelibrary.org)**.**

**Current employees must also complete and submit an**

***Internal Job Application Acknowledgement Form*, which may be downloaded from StaffWeb.**

**GCLS is an Equal Opportunity Employer. GCLS participates in E-Verify.**