Job Description
Assistant Director of the Archives and Library

Unit & Classification: UMPSA represented salaried position.

Reports To: Director of the Acadian Archives & Associate Director of the Library

Supervises: Library Assistant for Cataloging/Acquisitions and Library Assistant for Serials

Functional relationships: Works closely with Faculty, Academic Affairs, Information Technology, other campus departments and the St. John Valley community.

Position statement: **Archives –** The primary responsibilities of this position are to manage the processing and procedures of the Archives collection, manage collection discovery and assist with management of the daily operations of the Archives.

Library -The primary responsibilities of this position are to perform original and copy cataloging of traditional, archival and electronic materials, to supervise Blake Library technical services (cataloging, acquisitioning, and serials) and to assist in overall delivery of library and information services to students, faculty, staff and community patrons.

Major duties – Archives (Essential Functions):
1. To manage accessioning, arrangement, description and encoding for all archival and manuscript collections.
2. To create and maintain local accessioning and processing standards in accordance with national archival standards
3. To establish priorities and deadlines for processing collections
4. To train Archives staff on standards and processing
5. To develop arrangement and description plans
6. To manage finding aid usability and visibility not limited but to include such systems as MACON, Archon, URSUS, and Maine Memory Network.
7. To process collections
8. To develop policies and procedures in the area of the collection
9. To assist the Director in developing and preparing publications, reports, and other resources both electronic and print.

Major duties - Library (Essential Functions)**:**
1. To supervise all technical services activities and staff including assigning and scheduling work, goal-setting, conducting performance reviews and disciplining as necessary.
2. To perform original and copy cataloging of library materials, both traditional and electronic and to process authority control of records in the URSUS system based on the UMS Cataloging Standards document.
3. To organize and maintain Blake Library's Special Collections.
4. To provide reference duties in the evening, weekend, and daytime as scheduled.
5. To assist the Director and Associate Director in analyzing the collection's strengths and weaknesses and in selecting materials for library acquisition in accordance with the mission of the library and the needs of the collection.

6. To provide assistance in analyzing needs and making recommendations for purchase of library equipment.
7. To assist in providing mentoring, direction and training to library staff and student workers.
8. To perform other duties as may be assigned.

Budget Responsibilities: Responsible for monitoring and adhering to library acquisitions budget and recommending future expenditures.

Campus/University Service: Serves on a variety of campus and system committees and groups including the UMS Cataloging Standards Committee.

Knowledge, Skills & Abilities: Strong analytical and problem solving skills particularly pertaining to cataloging, authority control, and archival methods. Excellent written, oral, and interpersonal skills. Ability to formulate and articulate policies, procedures, expectations, and practices. Strong time management, supervisory and organizational skills.

Qualifications: Masters degree in Library and Information Science (MLIS/MLS/MSIS) and 3 to 5 years professional library experience required; supervisory experience and experience in academic library strongly preferred.

March 18, 2013

APPROVED BY:

Supervisor: _____   Date: _____

President: _____   Date: _____

I have read and understand the duties and responsibilities as described above.

Employee: _____   Date: _____

Distribution: Employee
               Supervisor
               Personnel File