Oversees the collection, management and transfer area of broadcast video equipment, a content management system and staff that operate all of the systems. Administers educational, instructional and/or reference materials collection(s). Ensures the integrity of tapes in the archive. Provides services for patrons including ensuring requests for distribution copies of the archive are fulfilled. Receives and catalogs new additions to collections(s). Preserves, maintains and repairs materials, as needed.

** JOB SUMMARY:**

- Oversees the collection, management and transfer area of broadcast video equipment, a content management system and staff that operate all of the systems. Administers educational, instructional and/or reference materials collection(s). Ensures the integrity of tapes in the archive. Oversees preservation projects concerning tapes in the archive. Provides services for patrons.
- Provides leadership, guidance and direction to staff and/or student workers within the unit, as assigned. Schedules and assigns work and sets priorities. Demonstrates techniques, equipment or procedures to others. Trains employees as needed.
- Oversees the design and development of information systems. Defines the needs and oversees the development and/or modification and integration of software and/or software tools for the collection. Troubleshoots a system that is down. Ensures compliance with department and university policies.
- Defines equipment needs. Selects special collection items or equipment for purchase.
- Oversees the fulfillment of access requests and responds to requests for information concerning the collection. Determines how to handle problematic requests and/or the cost for a particular access request. Inventories collection; reconciles and organizes data and reports concerning the location and condition of the collection. Uses accepted methods of protecting and preserving delicate documents, and video and digital materials.
- Modifies and implements operational procedures for the collection. Interprets policies and procedures.
- Gathers facts and figures to develop a budget. Provides projections as appropriate.
- Receives, inventories, catalogs and shelves or stores all new acquisitions according to professional standards.
- Stays informed of new developments and technologies.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

| Essential: | No | Yes | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Specialized knowledge pertinent to materials in collection(s) and archival equipment
- Knowledge of scanning techniques and digital file formats. Video post-production experience.

**Preferred Education:**
- Master’s degree

**Preferred Experience:**
- 3 years

**Preferred Field of Expertise:**
- Experience as a special collections archivist. Experience utilizing digital reproduction technologies for preservation and access.

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate work of others
- Gather data
- Input data
- Knowledge of scanning techniques and digital file formats
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

**Skills: Other:**
- Analysis
- Assessment/evaluation
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance Skills
Organization
Planning
Problem identification and resolution
Scheduling
Teaching/training

Skilled in:

Troubleshooting

Skills: **Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

Leads one or more employees performing similar work.
May oversee student and/or temporary workers.

**SIGNATURES:**

Employee: ___________________________ Date:_____________________________

Supervisor: __________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer