

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources & Organizational Development  
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**Digital Librarian 3 - Supervisor**  
**Tennessee Department of State**  
**Tennessee State Library and Archives**

**Mission:** The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Preservation and Digital Services

**Summary:** Collaborates with team members on the development and long-term management of the Library & Archives' digital collections. Establishes and maintains policies and best practices for the long-term protection and access to digital materials of all types, both created or acquired by the Library & Archives.

**Duties/Responsibilities**

- Supervise and train staff working on digital projects, specifically digital imaging and metadata creation.
- Assists in the planning, implementation, monitoring, and advocacy of digital projects to enhance user experience; Serves on the Digital Projects Committee.
- Assists in the ongoing development of requirements and specifications, including formats and metadata, for digital material the Library & Archives solicits, accepts, or purchases into its collections, and advises both staff and external content creators on strategies and the practical implementation of those specifications.
- Manages the ingest of digital materials into the Library & Archives' digital content management system (CONTENTdm).
- Participates in collection development with primary responsibility for the Digital Collections policy as it pertains to digital materials.
- Monitors developments in metadata standards as well as recommends and designs appropriate metadata schema (e.g., DC, MARC, MODS) to facilitate access to digital resources and other collections. Works closely with others to implement newly adopted metadata schema.
- Collaborates with colleagues on all phases of the lifecycle of digital content with the aim of long-term retention and access; provides training or orientations.
- Prepares proposals for external funding for digital collections projects.
- Participates in the research and preparation of contingency plans against threats to the Library & Archives' digital collections, such as industry changes to file formats, natural disaster, and security breaches.
- Stays current on developing technologies, standards, and practices relevant to the access to and preservation of digital material; recommends responses to these developments through periodic alerts, summaries, reports, and revisions to policies and procedures.

- Represents the Library & Archives in forums on digital collections at the state, regional, national, or international level.
- Other duties will be assigned as required.

### **Minimum Qualifications**

#### Education and Experience:

- Master's degree in Library and Information Science from an American Library Association accredited college or university. Knowledge of cataloging principles and of non-MARC metadata schemas (particularly MODS, Dublin Core, or EAD), standards, best practices, and applications.
- A minimum of five years professional experience in increasingly responsible positions in library and/or archival work, two years of supervisory experience preferred.
- Demonstrated digital project management experience.

#### Knowledge and Abilities:

- Knowledge of library data systems, computer software, bibliographic and authority control. Knowledge of trends impacting libraries, archives, and technology, particularly regarding digitization and digital preservation. Knowledge of the lifecycle management of digital material.
- Proficiency with CONTENTdm.
- Understanding of issues related to digital formats, media, and migration is required, along with an aptitude for quickly mastering technical topics.
- Highly motivated individual.
- Excellent oral and written communications skills and the ability to work collegially are essential.
- Ability to bend and lift materials onto stacks both in high and low positions.
- Ability to work in stack environment with books that contain dust and other allergens.

**Salary:** \$58,000 annually plus the State of Tennessee benefits package.

**To apply:** Send a cover letter and resume to [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the job you are applying for in the email subject.