

Tennessee Secretary of
State Tre Hargett



Division of Human Resources & Organizational
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Digital Librarian 2
Tennessee Department of State
Tennessee State Library and Archives
Preservation and Digital Services

Supervisor: Director of Preservation & Digital Services

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.

Education and Experience

- Master's degree in Library & Information Science from an ALA-accredited college or university.
- Minimum of three years experience as a professional in a library or archives.
- Knowledge of current cataloging principles and of non-MARC metadata schemas (specifically MODS, Dublin Core, or EAD), standards, best practices, and applications.
- Advanced coursework in cataloging preferred.
- Demonstrated proficiency with CONTENTdm.

Duties and Skill Sets

- Scan materials and creates metadata for digital projects. Ingests files in the Library & Archives' digital content management system (CONTENTdm). Promote digital collections on social media.
- Serve as a project manager on some digital projects; specifically, digital imaging and metadata creation.
- Adhere to national and institutional metadata standards as outlined in internal manuals. Track developments in metadata standards. Perform clean-up of legacy metadata as directed.
- Train digital imaging staff on proper scanning procedures. Supervise interns and volunteers.
- Assist in the ongoing development of requirements and specifications, including formats and metadata, for digital material Library & Archives solicits, accepts, or

purchases into its collections, and with advising both staff and external content creators on strategies and the practical implementation of those specifications.

- Track developments in metadata standards as well as recommend and design appropriate metadata schema (e.g., DC, MARC, MODS) to facilitate access to electronic resources and other collections. Work closely with others to implement newly adopted metadata schema.
- Advise staff and consult on digital initiatives regarding all phases of the life cycle of digital content with the aim of long-term retention and access; provide training or orientations. Represent and champion digital preservation interests across Library & Archives and to the community.
- Participates in collection development and preservation activities with primary responsibility for the Digital Collections policy as it pertains to digital materials.
- Prepare proposals for external funding for digital preservation projects.
- Research and inform Library & Archives staff on contingency plans against threats to the digital collections, such as industry changes to file formats, natural disaster, and security breaches.
- Stay current on developing technologies, standards, and practice in preservation of digital materials and resources. Assist in the research and testing of new tools for providing access to digital collections. Write reports, suggest revisions to policies and procedures. Represent Library & Archives in forums on digitization at the state, regional, national, or international level.
- 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.
- Understanding of issues related to digital formats, media, and migration is required, along with an aptitude for quickly mastering technical topics.
- Excellent oral and written communications skills and the ability to work collegially are essential.
- Detail oriented with the ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
- Aptitude for quickly mastering technical topics.
- Apply sound analytical thinking to problem solving.
- Ability to bend and lift materials (minimum of 20 pounds) onto stacks both in high and low positions.
- Ability to work in stack environment with books that contain dust and other allergens.
- Perform other duties as assigned.

Salary: \$49,944 annually plus the State of Tennessee Benefits Package.

To Apply: Email your cover letter and resume to the Division of Human Resources, sos.hr@tn.gov Please include the position you are applying for in the subject line.