

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 6/1/2016	H.R. APPROVAL KL
PC # 5003		POSITION NUMBER (Agency - Unit - Class - Serial) 175-107-7255-001	
BUREAU SECTION Preservation		CLASS TITLE Digital Composition Specialist I	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:30 a.m. to 5:00 p.m.		INCUMBENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the general direction of the Preservation Unit Supervisor, the incumbent performs the less complex work and prepares camera-ready copy for the traditional or digital publication of books, photographs, negatives, documents, maps, charts, diagrams, brochures and other printed material.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	ESSENTIAL FUNCTIONS:		
40%	Under the general supervision of the Preservation Unit Supervisor and guidance of the Digital Composition Specialist II, images source materials from all State Library collections – books, photographs, negatives, maps, charts, diagrams, brochures, prints, transparencies, and other formats -- to create digital surrogates using a variety of digital imaging equipment including 35 mm, medium format. Ensures adherence to procedures for the collecting, batching, cataloguing and archiving of documents and materials. Formats documents using established standards identified in the Graphic Standards Manual for presentations and publication on the State Library website.		
25%	Provides graphic and imaging support for the State Library's Aleph Digital Asset Management Module by following standard processes to research and correct any questionable image files. This includes imaging, color correcting and retouching images for historical photo catalogues utilizing various desktop publishing software packages including Adobe Photoshop Software Suite. Interprets and applies agency standards in order to plan and prepare camera- readies for print or digital output Verifies and/or creates metadata for associated images.		
25%	Operates imaging equipment; calibrates all components of imaging equipment, including imaging computer work stations, on a regular basis utilizing profiling software. Works with technical staff to maintain and update equipment, software and settings. Visually documents special library events using still and video cameras. Modifies digital files utilizing various kinds of software to adjust files as necessary for job completion (i.e. sizing, cropping, masking, rotating, shading, merging, adjusting color, cut and pasting)		
10%	Assists the Preservation Unit Supervisor in creating and implementing library-wide digital preservation policies and procedures. Consults with clients to determine an agreed-upon end product and make recommendations for proper job specifications and design/layout enhancements. Coordinates with webmaster to place forms on the departmental website.		

KNOWLEDGE AND ABILITIES:

The incumbent must possess the ability to work effectively with supervision and as a part of a team as well as possessing experience with handling library or archival materials. The ability to operate a computer and scanner is essential and experience using Adobe Photoshop is preferred. Working knowledge of word processing, spreadsheet and database software applications is preferred. A strong ability to understand and follow oral and written directions is a must.

DESIRABLE QUALIFICATIONS:

The incumbent should possess the ability to work both independently and cooperatively with other support staff and supervisors. Willingness to learn new things and embrace change as well as exhibiting a positive and friendly service approach when dealing with staff and contacts is critical to success in this position.

SUPERVISION RECEIVED:

The Digital Composition Specialist I is supervised by and receives assignments from the Preservation Section Supervisor. The Digital Composition Specialist II may also provide direction and serve as lead for assigned projects.

SUPERVISION EXERCISED:

The Digital Composition Specialist I Exercises no supervisory responsibility.

ADMINISTRATIVE RESPONSIBILITY:

None

PERSONAL CONTACTS:

The Digital Composition Specialist I has some contact with clients and the public.

ACTIONS and CONSEQUENCES:

Failure to implement and maintain effective procedures and practices could result in the day to day operations of the Preservation unit being disrupted and clients not being served effectively and efficiently.

FUNCTIONAL REQUIREMENTS:

The incumbent works 40 hours per week and may occasionally be required to work some overtime and/or on a Saturday. The ability to use a personal computer and telephone is essential. The position may require prolonged standing, bending, stooping, and walking.

OTHER INFORMATION:

Regular and dependable attendance is required for this position and incumbents should have the ability to exercise and demonstrate good decision making skills.

INTERPERSONAL SKILLS:

The incumbent should possess the ability to communicate effectively (orally and in writing). The incumbent should also be able to demonstrate the ability to adapt to, thrive in, and contribute to a team environment where individual efforts support program outcomes.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

The incumbent must possess the ability to work in cramped, shared or close quarters.

PHYSICAL ABILITIES

The incumbent should possess the ability to operate a keyboard and mouse for extended periods of time as well as the capability of moving/lifting computer equipment weighing up to 40 pounds. The flexibility to work overtime on an occasional and as-needed basis as well as working in stand-by or on-call status is preferred.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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