



**Yakima Valley Libraries**  
 102 N 3<sup>rd</sup> St • Yakima, WA 98901 • 509.452.8541 • [www.yvl.org](http://www.yvl.org)

**TITLE: Archive Librarian II**

**FLSA: Non-Exempt**

**Location: Yakima Central Library - NWR**

**Posting Date: May 17<sup>th</sup>, 2022**

**Closing Date: Open until filled**

**Wage: \$24.26 Grade: 9**

**Reports To: Technical Services Manager**

**Hours per Week: 40**

**Schedule: Working hours are subject to change, will be scheduled according to the needs of the library, and may include variable days, evenings, and weekends.**

**Apply:** Electronic applications are available online at [www.yvl.org](http://www.yvl.org) or may be obtained at any YVL location and submitted to any Yakima Valley Library, fax to HR at 509-575-3403 or mail to:

Human Resources, Yakima Valley Libraries, 102 N. Third Street, Yakima WA 98901

**Contact:** Human Resources; (509) 575-3433 or [hr@yvl.org](mailto:hr@yvl.org)

**Minimum Qualifications**

1. Master of Library Science and/or equivalent State of Washington Librarian certificate.
2. Two years' experience working in special collections.
3. A valid Washington driver's license.

**Job Purpose and Summary**

Performs professional level librarian duties throughout Yakima Valley Libraries including: Coordinate and maintain special collections and preserve collection materials. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others. This position includes benefits consisting of medical, dental, and vision insurance, life insurance and long term disability, Employee Assistance Program, Public Employees Retirement System program, deferred compensation program, vacation and sick leave, 9 paid holidays, and 2 floating holidays.

**Supervision Received and Exercised**

Reports to Technical Services and Outreach Manager. May receive general supervision from assigned management staff. Supervises and trains Northwest Reading Room (NWRR) staff, interns, and volunteers.

**Essential Duties and Responsibilities**

*The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, or other characteristics; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Responsible for the accessioning and cataloging of NWRR materials according to recognized standards (MARC, DACS, EAD, Dublin Core) under the direction of the Technical Services and Outreach Manager.
3. Manages the development, implementation, maintenance, and preservation of digitization projects, associated databases, and born digital records.
4. Develops community programs that increase NWRR materials awareness. Creates exhibits and conducts outreach activities that support the use of collections and primary source materials by students, teachers, staff, researchers and members of the public.
5. Coordinates and facilitates archives access requests by staff, researchers and the public, as well as responds to archives information inquiries and requests.
6. Responsible for providing document delivery of images and documents using appropriate digital and metadata standards. Responsible for researching and responding to copyright and ownership issues of digital assets.
7. Responsible for maintenance and conservation of NWRR materials.
8. Ensures compliance with government regulations related to archives.
9. Participates in the creation, development, and implementation of collections management policies; archives procedures; departmental goals and preservation planning.
10. Conducts training for staff regarding institutional records management and transfer of relevant records to the permanent institutional archive.

### **Other Duties and Responsibilities**

1. Participates in professional associations and activities; attends user group meetings; reads professional journals and publications; reviews current information and trends in public library services and technology and its applicability to archives and special collections. Maintains professional knowledge base and skills through continuing education and participation in professional organizations. Attends trainings as directed.
2. Acts as liaison with the local community and organizations, and collaborates with other cultural and historical institutions in the Yakima Valley.
3. Interacts with donors of archival collections, both internal and external to the organization. Appraises potential collection additions and makes recommendations for acquisition of new collections and de-accessioning of existing collections.
4. Supervises and trains NWRR assistants, interns, and volunteers. May supervise and coordinate the work of others for special projects as assigned by the Technical Services and Outreach Manager.
5. Assess the physical condition of archive materials for preservation and conservation treatment. Performs basic preservation /conservation treatment and prepares items for storage.
6. Performs other duties as assigned or required

### **Knowledge of:**

1. Principles of intellectual freedom and the Library Bill of Rights.
2. Current public library operations, functions, programs and services.
3. Electronic resources, including the Internet and database information retrieval.
4. Digitization standards and best practices for digital capture, scanning, metadata creation, description, access, storage and preservation, and software and copyright laws.
5. Current archival arrangement and description standards.
6. Theories and practices of special collection development, including usage analysis.
7. Materials preservation techniques and methods.

**Skill in:**

1. Evaluating the physical condition of archival materials and performing basic preservation treatment.
2. Keyboarding, data entry at a speed and accuracy level necessary for successful job performance.
3. Developing and maintaining good working relationships.
4. Addressing and resolving concerns of library customers.
5. Effective written and verbal communications, including public speaking.

**Ability to:**

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
3. Maintain tact, courtesy, confidentiality, and discretion in dealing with the public and a pleasant, productive working atmosphere with other library employees.
4. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
5. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
6. Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
7. May work occasional evenings and weekends.
8. Obtain and maintain a valid Washington driver's license.

**Work Environment and Physical Demands**

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.