

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 8:00 a.m. to 5:00 p.m.	INCUMBENT VACANT	
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 supervision of the Preservation Unit Supervisor and guidance of the Digital Composition Specialist II, the incumbent prepares camera-ready copy for the traditional or digital publication of books, photographs, negatives, documents, maps, charts, diagrams, brochures and other printed material. The incumbent utilizes various software applications through the use of digital printing equipment, as well as the preparation and manipulation of digital files for completion.		
% 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%	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 to copy in order to plan and prepare camera- readies for print or digital output for the production of forms, charts, diagrams and documents.	
25%	Operates imaging equipment such as flatbed scanners, copy stand systems, book scanners, virtual scanners, copy stand with light tables, video cameras and recorders, audio recorders and encoders for live streaming. Calibrates all components of imaging equipment, including imaging computer work stations, on a regular basis utilizing profiling software. Performs routine maintenance and 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)	
	MARGINAL FUNCTIONS:	
5%	Coordinates with webmaster to place forms on the departmental website.	
5%	Other Duties as appropriate for the position/classification.	

JOB DESCRIPTIONKnowledge 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. The ability to understand and follow oral and written directions.

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.

Supervision Exercised

The Digital Composition Supervisor 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 occasionally some overtime. 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

The incumbent must possess the ability to work in 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.

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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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