



## EMPLOYEE JOB DESCRIPTION

**Job Title:** Cataloger-Archivist

**Department:** Research Library

**Status:** Unrepresented, non-exempt hourly, regular, ½ to ¾ time dependent upon hourly pay

**Application Instructions:** *Applicants must include a resume and a cover letter that meaningfully addresses the minimum position requirements. Send resume and cover letter to both [library@venturamuseum.org](mailto:library@venturamuseum.org) and [dsindelar@venturamuseum.org](mailto:dsindelar@venturamuseum.org)*

**Position Summary:** Working under the supervision of the Research Library Director, the Cataloger-Archivist provides intellectual access to and processing of research library collections. Performs original cataloging and collection documentation, reference services, and management of cataloging software; provides support to the Library Director in the organization, cataloging, and documentation of MVC monographs and serials, ephemera, maps, archives and manuscripts, sound recordings, visual materials, film and video, architectural plans and drawings, related collection items, and the automated systems necessary to support these functions.

**Working Conditions:** Typical office environments to include: extended periods of working at a desk, including use of a computer, work in storage areas, and in special locations. Some activities may take place outside of regular business hours.

**Reports to:** Research Library Director

**Supervises:** This position may require the supervision of select library volunteers and student assistants.

**General Responsibilities:** The Cataloger-Archivist assists the Research Library Director with day-to-day tasks and special projects, and processes materials in all formats within the collection.

### Representative Tasks & Primary Responsibilities

- 1.) **Process materials and apply standards** for archival description, and provide access and organization using conventional cataloging standards and authority control (Dewey, MARC21, AACR2, LCSH, and DCRM), and controlled vocabularies to newly acquired/unprocessed rare books, manuscripts, photographs, maps, postcards, architectural plans and drawings, and other library materials.
- 2.) **Contributes to development of strategies** for streamlining processing to increase access to collections; prepares finding aids, guides, and other descriptive access tools, including the creation of EAD-encoded finding aids, and assures appropriate physical housing and storage of collections
- 3.) **Library webpage.** Maintenance and updating of Research Library webpage.
- 4.) **Attend monthly Museum “all staff” meetings.**
- 5.) **Establish working relationships with and upload completed records to cooperative bibliographic systems** and partnering library online public access catalogs, to include Ventura County Library System, Central Coast Museum Consortium, and Online Archive of California (OAC).
- 6.) **Train library docents/volunteers to assist in the processing of materials.** Interviews, trains, supervises, and directs docents and student assistants in basic processing activities for collections, including arrangement, description, creation of inventories, preservation re-housing, and creating container lists for collections.

- 7.) **Assist the Research Library Director** in other tasks as needed, to include assisting in the creation of exhibits, providing reference assistance to patrons, and assisting with coverage of the reference desk and monitoring of the reading room.
- 8.) **Explore/integrate** digital access systems by implementing new standards to finding aids (EAD, DACS, METS), development of a library webpage, and follow new and emerging standards applicable to description and access of cultural materials (e.g. RDA).
- 9.) **Professional Development:** Stays informed of new and emerging technologies, standards, issues, and trends in archival studies, preservation, and organization of cultural materials, and the development, professional ethics and application of those findings to the care and promotion of the Archive's collections and to improve all aspects of the Archive's operations.

#### **Minimum Position Requirements (Knowledge, Skills, Abilities and Attitudes)**

- Master's degree in Library Information Studies/Science from an accredited institution.
- Experience in the management and operation of libraries.
- Knowledge of LC and/or Dewey Classification schedules.
- Ability to work in busy, crowded environment.
- Professional demeanor and a responsible, positive attitude are a must.
- Strong interpersonal skills – outgoing, patient, professional, and able to get along well with variety of people.
- Strong written and oral communication skills.
- Ability to consistently meet deadlines.
- Proficiency in Microsoft Windows and Office applications, especially Word, Excel, PowerPoint and Outlook. Comfortable learning and using databases, online information systems, and library-relevant information technology applications and hardware/software for reference, research and instruction.
- Flexible and enjoys handling a variety of tasks.
- Ability to use judgment in unexpected situations and to multitask.
- Genuine enthusiasm for the services and mission of the Museum of Ventura County.

#### **Preferred (Knowledge, Skills, Abilities and Attitudes):**

- Experience in a nonprofit setting.
- Willingness to post on Museum social media about new acquisitions and/or items of interest.