FISK UNIVERSITY
Job Description Form

Position Title:	Special Collections Librarian
Department:	Library
Reports To:	Dean of the Library
FLSA Designation:	Exempt
Bargaining Unit Position:	N/A
Date Written/Revised:	February 6, 2013

POSITION SUMMARY

The Special Collections Librarian manages the Special Collections and Archives Department, maintains the department according to current practices and technological advances in the administration of research collections and within the mission of the Franklin Library at Fisk University. The position requires service and interpretation of information to students, faculty, and bona fide scholars and assistance in the use of print and electronic resources. The librarian also concentrates on preservation of materials (including archival processing), implementing applications that support collection accessioning and description, location tracking, and provenance registration that meet standards such as EAD and METS, preparation of grant proposals, maintaining the department to keep practices compatible with changing trends in special collections management, and promotion of the collection to potential users.

ESSENTIAL FUNCTIONS

- Manages Special Collections and Archives, answers reference/research questions, assists in policy-making for the department and makes recommendations for keeping policies current, supervises departmental staff, writes grant proposals, prepares reports, maintains electronic files, assists with budget management, strengthens the book and manuscript collections, and ensures preservation of the research resources, including archives, in the department
- Promotes use of the resources through outlets such as social media, university publications, presentations, lectures, and participation in workshops and public programs

SECONDARY FUNCTIONS

- Serves on university committees when appropriate
- Supports the library's outreach efforts

ORGANIZATIONAL RESPONSIBILITY

N/A

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

QUALIFICATIONS

- Firm knowledge of African American history and culture
- Firm knowledge of current practices in library and information science
- Awareness of current preservation practices and archival retrieval information programs
- Ability to communicate effectively
- Attention to detail
- Ability to work independently and efficiently
- Ability to work well with staff, the Fisk community, and the public
- High proficiency in the use of Word, Excel, PowerPoint
- Firm knowledge of library operations
- Ability to use initiative in the work setting
- Ability to use library technology, including scanners, databases, etc.
- Ability to supervise work of departmental staff, student assistants, and volunteers.

Education: Master's degree in library and information science required. Successful study toward a doctorate in LIS or related field preferred.

Experience: Minimum of 2 years' experience managing successfully a department in an academic library environment.

Licenses or Certificates: N/A

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.