Archival Processing Team Lead  
Non-Tenure Track  
J. Paul Leonard Library

Position Summary
San Francisco State University’s J. Paul Leonard Library is a busy, teaching-oriented institution supporting a community of 25,000 students as well as faculty and staff. The library’s Special Collections unit, which includes the Bay Area Television Archives, the Frank V. de Bellis Collection, the Labor Archives and Research Center, the Library Fine Art Collection, and the University Archives and Historic Collections, seeks applicants for an Archival Processing Team Lead. This position oversees the processing workflows of all collections within the Special Collections and Archives unit, directing the work of project archivists, support staff, student assistants, and volunteers. This position will work collaboratively with the Research, Outreach, and Instruction Team Lead to oversee the unit’s operations and facilitate the continued development of Special Collections and Archives as a cohesive unit with a shared vision and common goals.

Responsibilities include:
- Overseeing the processing workflows of all collections within the Special Collections and Archives unit, collaboratively setting priorities and goals in consultation with faculty and staff, establishing project timelines, and directing the work of project archivists, support staff, student assistants, and volunteers.
- Participating in processing tasks related to new acquisitions, including:
  - Accessioning, arrangement, and description using collection management software ArchivesSpace.
  - Preparing descriptive (EAD) finding aids for contribution to the Online Archive of California.
  - Creating MARC21 records in OCLC Connexion and in Ex Libris’ Alma.
  - Barcoding containers for storage.
  - Rehousing archival material.
  - Identifying and isolating items that need preservation.
- Training faculty and staff in current archival best practices.
- Providing leadership in determining appropriate levels of processing and description.
- Reviewing descriptive guides and metadata to ensure adherence to industry standards.
- Coordinating cataloging and metadata creation with archivists and librarians in Collection Management Services.
Assisting with the administration, accessioning, and transfer of new acquisitions in all formats, including born-digital collections.
Maintaining currency in standards and best practices for processing, arrangement, and description of archival materials in a variety of formats, including DACS, EAD, MARC, and Dublin Core.
Administering the collection management tool ArchivesSpace.
Ordering and maintaining supplies for all collections.

Shared lead responsibilities with the Special Collections Research, Outreach, and Instruction Team Lead include:

- Coordinating and overseeing the progress of the unit’s efforts to accomplish the goals outlined in the Special Collections and Archives Strategic Directions and Goals document, including:
  - the development of action plans documenting projects/activities, tasks, responsible parties, timelines, resources, success measures, and communication plans.
  - periodically revisiting the Strategic Directions and Goals document in order to update and revise it to better align with the current context.
  - documenting the unit’s progress toward its goals
- Meeting regularly with the Associate University Librarian to provide updates on action plans, to problem solve issues, to communicate the unit’s needs.
- Calling Special Collections and Archives meetings, developing the agendas, and ensuring that notes are taken and posted and that meetings run collegially, abiding by the group’s agreed upon meeting norms.
- Overseeing facilities, including maintenance of vault spaces, workstations, and equipment, in coordination with appropriate staff.

Qualifications

Required
ALA-accredited Master’s degree in Library and Information Science or equivalent with specialized experience or coursework in archival enterprise.

Preferred
- Experience processing archival collections, creating and editing finding aids, and cataloging.
- Understanding of and commitment to nationally-accepted standards, tools, and best practices for archival processing and description, including EAD, RDA, and DACS.
- Knowledge of preservation standards for archival materials.
- Demonstrated ability to manage large processing projects.
- Experience with collection management software ArchivesSpace.
- Work experience as a supervisor of archival processing assistants.
- Experience with audiovisual formats, including film, audio, and photographs.
- Knowledge of digital technologies, standards, and best practices.
- Demonstrated knowledge of archival management and records management and theory.
- Demonstrated experience in archival appraisal, selection, arrangement, and description.
- Ability to maintain an awareness of current developments, trends, and emerging technologies in archives and special collections including privacy, confidentiality, and copyright.
- Excellent project management skills.
- Excellent interpersonal and oral and written communication skills.
- Strong commitment to equity and inclusion and the ability to work effectively and collegially with students, faculty, and staff from diverse backgrounds.

**Rank and Salary**
Appointment is expected to be at the rank of Senior Assistant Librarian with salary commensurate with qualifications and experience. Time base is up to full-time.

**Application**
This search is open to internal (SF State) applicants only. All current library faculty and staff who meet the qualifications are eligible to apply. To do so, submit a letter of intent/interest, a current CV, and the names of one or two colleagues who would be best able to address your qualifications and experiences to Elizabeth Detrich, Personnel Coordinator: edetrich@sfsu.edu. Review of applications will begin on June 9, 2021.

San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Library’s Personnel Coordinator, Liz Detrich, at edetrich@sfsu.edu.