



JOB INFORMATION

<i>Job Code:</i>	141051
<i>Job Title:</i>	Digital Imaging Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Digital Imaging
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs digital imaging production work for digitization projects such as hands-on digitization, post-processing, quality control and digital asset management. Provides support, assistance and advice in the use of digitization equipment and software to faculty, staff and students, as needed. Has responsibility for hands-on digitization and post-processing of a range of materials and documents using various technologies and techniques. Coordinates work-flow processes and quality control for production work on assigned projects. Performs routine maintenance on various systems and equipment. Supervises student workers, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Working knowledge of digital imaging tools, techniques and processes.
X		Working knowledge of computers, data entry, scanning tools and techniques.
X		Familiar with use of Laserfiche or other scanning software.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Performs digital imaging production work for digitization such as hands-on digitization, post-processing, quality control and digital asset management. Enters appropriate indexing data into imaging software and indexes all documents according to department standards, as needed. Produces appropriate shades and best resolution in scanned reproductions, as appropriate.				
Coordinates work-flow processes for digitization projects involving original materials such as invoices, accounts payable documents, purchase orders, photographs and photo-negatives, rare books and ephemera, manuscripts, 16mm and 35mm moving film, various audio and video formats, or other kinds of original materials.				
Performs routine maintenance on various systems and equipment such as computers and digitization equipment, cameras, lighting systems, etc. Installs and troubleshoots software and hardware equipment.				
Participates in development and documentation of internal operating policies and procedures. Assists in development and dissemination of policies and procedures for users. Provides interpretation as required.				
Serves as technical resource for various digital imaging work such as digitization of audio and video materials, processing imaged documents using Laserfiche, administrative applications, and/or other imaging systems or scanning software. Provides technical support, assistance and consultation to faculty, staff and students. Collaborates with other units to improve access to and maximize use of digitization resources, as appropriate. Gathers and provides technical information for inclusion in project proposals, when needed.				
Prepares original documents to be filed for storage and properly handled in accordance with university retention policies.				
Supervises student workers, as assigned. Recruits, hires, trains and orients student workers. Schedules, assigns, and prioritizes workloads. Monitors and evaluates performance and provides guidance and feedback to assigned staff.				
Conducts hands-on training sessions and instructional classes in hardware and software applications for faculty, staff and/or students.				
Researches, assesses and recommends specialized equipment purchases and hardware installations and modifications, as requested.				
Participates in strategic planning for unit, as assigned. Assists in developing unit goals and objectives.				
Assists in monitoring vendor performance to ensure quality and timeliness of contracted work.				
Arranges and attends meetings, seminars and other events related to digitization efforts.				
Conducts research on new technologies, as requested.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.