



**ARLINGTON COUNTY, VIRGINIA  
HUMAN RESOURCES DEPARTMENT**

**DIGITAL ARCHIVIST**  
Department of Libraries

Salary Range: \$57,387.20 - \$91,811.20 Annually

Announcement No: 7011-20A-LIB-HQ

Closing Date: 09/26/2019

*An Equal Opportunity Employer/Reasonable Accommodation upon Request*

Work Location: Central Library - 1015 N. Quincy Street, Arlington \*METRO-accessible\*

**POSITION INFORMATION**

Arlington County's Center for Local History is seeking a Digital Archivist to carry out a full range of archival functions on digitized, born-digital and physical archival materials according to archival standards and best practices. This position will provide expertise in establishing archival policies and procedures related to the curation of these materials.

Specific duties may include:

- Coordinating and managing the accession of digitized, born-digital, and physical archival materials;
- Making collection materials identifiable and available through a digital repository;
- Managing relationships with regional and national databases/clearinghouses and coordinating data transfers;
- Assisting researchers with inquiries related to the special and archival collections including staffing a public service desk;
- Selecting and preparing digitized archival materials for online and physical exhibits and other marketing opportunities;
- Coordinating development and maintenance activities for the digital repository;
- Preparing grant proposals with significant digitization components; and
- Coordinating the work of staff assistants, volunteers, and interns.

The ideal candidate will have knowledge of and experience in the following:

- Current trends in the digitization of archival material for access and preservation;
- Relevant standards for archival description including Dublin Core and EAD, and EAC-CPF, and familiarity with other metadata standards such as Dublin Core;
- Use and administration of digital archival repository and collection management software; and
- Imaging applications, preferably Adobe Photoshop; and - Metadata creation and digitization best practices.

**SELECTION CRITERIA**

**MINIMUM:** Master's degree in library science, history, [digital humanities](#), anthropology, museum studies or a related discipline, with formal training in archival theory and practice plus at least one year of professional experience in archives or special collections, and demonstrated experience with database systems used for archival work.

**DESIRABLES:**

- Familiarity with digital imaging and standards for digitization or archival material in various formats;
- Awareness of new technology and trends and their application for imaging services;
- Conversant with both analog and digital format in relation to audio and visual materials; and/or
- Familiarity with intellectual property rights and Fair Use as applied to libraries.

**ADDITIONAL INFORMATION**

**Location and Work Hours:** Center for Local History located at Central Library, 1015 N. Quincy Street. Full-time, 40 hours per week, includes some evening and weekend hours.

Your responses to the supplemental questionnaire are considered part of the selection process and are required for this position. Please do not give "see resume" as a response to the questions. Incomplete applications will not be considered. In order to receive full credit for your experience, please ensure that you have included details of all relevant work experience on your application and have completed the Supplemental Questionnaire in its entirety.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to <https://careers.arlingtonva.us/>, click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email [pers@arlingtonva.us](mailto:pers@arlingtonva.us).

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2100 Clarendon Blvd, Suite 511  
Arlington, VA 22201  
703-228-3500 from 8:00 am - 5:00 pm, weekdays;  
or e-mail [hquinteros@arlingtonva.us](mailto:hquinteros@arlingtonva.us)  
(no resumes to this e-mail address, please)

Posting Date: 09/06/19

## DIGITAL ARCHIVIST Supplemental Questionnaire

- \* 1. Do you have a Master's degree in library science, history, anthropology, museum studies or a related discipline?
- Yes   No
- \* 2. How much professional experience do you have in libraries' archives or special collections?
- None  
 Less than 6 months  
 6 months but less than 1 year  
 1 year but less than 2 years  
 2 years or more
- \* 3. How much professional experience do you have with database systems and archival work?
- None  
 Less than 6 months  
 6 months but less than 1 year  
 1 year but less than 2 years  
 2 years or more
- \* 4. My experience in a Library setting includes the following (Please check all that apply):
- Familiarity with digital imaging and standards for digitization or archival material in various formats  
 Awareness of new technology and trends and their application for imaging services  
 Conversant with both analog and digital format in relation to audio and visual materials  
 Familiarity with intellectual property rights and Fair Use as applied to libraries  
 None of the above
- \* 5. Use the space below or attach a cover letter to describe your experience with and knowledge of the following:
- Coordinating and managing the accession, processing and preservation of digitized, born-digital, and physical archival materials;
  - Archival repository and/or collections management software; and
  - Imaging applications, including Adobe Photoshop.

\* Required Question