

JOB OPENING: Information Services Manager

Overview:

A new position with a private consulting firm is available in the historic collections of the Bureau of Engraving and Printing (BEP), Department of the Treasury. The collections of the BEP consist of original artwork, photographs, designs, engravings, and manuscript material produced at the BEP in conjunction with the design and production of stamps, currency, bonds, certificates, and other miscellaneous items from the Civil War to the present. These are housed in the Historical Resource Center (HRC) of the BEP. This open position is fulltime (pending funding) and is expected to commence upon applicant's receipt of a security clearance. This is a non-Federal position.

Position Summary:

The mission of the Information Services Manager is to organize, maintain, and develop the Historical Resource Center library of physical and electronic documentary resources used in research, to create systems that allow for the ready use of these resources by HRC staff and other researchers, and to track the answering of queries coming into the HRC. In effect, the Information Services Manager runs a one-person information center.

The Manager will take overall direction from the Historian and Lead Curator in the performance of his or her duties, but will largely perform them without supervision. Work will be performed on site in downtown Washington, DC, in a high-security facility.

Duties Include:

Library and Archive Work

1. Organize and maintain current and incoming physical and electronic resources
2. Maintain and preserve historic books and documents
3. Collect pertinent books, articles, and documents outside the HRC

Information Services Work

1. Maintain a centralized digital library using MS SharePoint, transitioning to TMS
2. Provide usage guidance and serve as help desk for HRC resources
3. Create finding aids, indexes, and other guides to facilitate research

Reference Services Work

1. Serve as reference librarian, answering internal research requests
2. Perform query record-keeping and maintain query database
3. Manage visits of on-site researchers

External Relations Support Work

1. Answer queries from the general public
2. Serve as resident expert on archival matters/liaison with Federal records manager
3. Perform employee outreach via blogs, articles, lectures, etc.

Essential Qualifications & Requirements:

The applicant must possess a graduate degree in archives and records management, library science, history, or a related field. He or she must be able to work independently, prioritize work and meet multiple deadlines, operate collaboratively, and be a self-starter. Also, the ability to obtain a high-level Federal security clearance is essential.

Preferred Experience:

Professional experience with digital libraries and metadata creation is a plus as well as experience with Microsoft SharePoint and familiarity with The Museum System (TMS). Also preferred is experience with reference services, processing archival collections, and digitization and OCR.

Benefits:

- A flexible schedule
- Ten paid Federal holidays annually
- Six weeks of paid personal leave annually
- Starting salary \$56,000

To apply, please email resume or c.v. and cover letter to Dr. Franklin Noll, Noll Historical Consulting, LLC, at NollHC@msn.com. Identify interest by indicating in the subject line: ISM POSITION. Also, use this address for any questions you may have. The deadline for applications is September 16, 2019.