

**POSITION MANAGEMENT GUIDE**

**TITLE:** Digital Collections Project Manager  
**TEAM:** Registrars  
**BUS/SUPPORT UNIT:** Historical Resources  
**DATE:** February 5, 2009

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**SUMMARY OF PURPOSE**

The Digital Collections Project Manager is responsible for overseeing and coordinating the development of web-based digital access to the collections. The Digital Collections Project Manager will work with a variety of teams to develop and implement a plan to select objects for an online database, coordinate content development, develop and implement policies, procedures and standards, and evaluate usability and user satisfaction. The Digital Collections Project Manager will work closely with a variety of teams, including the Collections Initiative Leadership Team, Curatorial, Registrars, Benson Ford Research Center, Education, Museum and Village Programs and ITS.

**ESSENTIAL FUNCTIONS**

1. Under the direction of the Registrar and as a member of the Collections Initiative Leadership Team (CILT), the Digital Collections Project Manager is responsible for strategic planning, implementation, development, and evaluation of an online digital collections program for transportation, including digital asset management for archiving and preservation of content.
2. Works with a variety of constituents to determine appropriate content, metadata schemes and requirements and to oversee and monitor metadata creation.
3. Assesses technical feasibility of work plans and estimates resources needed to implement them
4. Guides the development of policies, procedures and adoption of standards and ensures adherence.
5. Guides and trains cataloging staff in the application and use of metadata cataloging standards; edits records for adherence to standards.
6. Advises CILT regarding strategies for the development, evaluation and assessment of projects.
7. Monitors national trends regarding digital collection initiatives and best practices.
8. Develops grant proposals for projects.

9. Performs others activities, as necessary.

10. Acts as a team player and provides expertise within the project team.

### **MINIMUM REQUIREMENTS**

ALA accredited Master's degree in Library or Information Sciences, Museum Studies program or equivalent; at least two years relevant professional experience preferred. Knowledge and experience with current metadata and descriptive standards, such as XML, MARC, METS/MODS, CCO, OAI, and authority control standards such as AAT.

### **SPECIAL SKILLS:**

Demonstrated ability to plan, coordinate and implement projects in a shared decision making environment; analyze problems, propose, and implement solutions. Excellent interpersonal, written and oral communication skills; Experience with digital initiatives; Demonstrated knowledge of strategic planning and current technologies, standards, and best practices, including metadata practices and associated technologies; Working knowledge of image capture and delivery technologies and database management systems; Competency in database design, and data modeling; Familiarity with copyright and intellectual property issues; Good organizational skills and an aptitude for complex analytical and detailed work Some supervisory experience a plus as the manager may supervise interns and volunteers.

### **PHYSICAL/MENTAL/ENVIRONMENTAL**

<b><u>PHYSICAL:</u></b>	Sitting:	70%
	Standing/Walking:	30%
	Lifting:	Occasional to frequent lifting, up to 30 lbs.
	Vision:	Normal; may require long periods of work at a computer terminal.

**MENTAL:** Ability to interpret and solve problems, and make decisions.

**ENVIRONMENTAL:** Indoor environment with some exposure to dust and mold.