



**City of Seattle**  
**Legislative Department**  
**Seattle City Council**

## **Job Announcement**

The Office of the City Clerk (OCC), a division of the Legislative Department has an outstanding opportunity for an experienced Digital Asset Manager, in the Archives and Records Management Program (ARM). This is a dynamic program offering a rich resource of historical information on Seattle City government to the global public. ARM is a model for local government records programs and has a national reputation for excellence.

The position's primary functions are to collaborate with the City Records Manager on development of a City-wide electronic records management solution, to develop strategies for the preservation of digital archival materials, and to manage the development of information systems and provide high level management for automated retrieval systems and specified technical support.

The successful candidate must demonstrate the following abilities: plan and organize own work and that of others; communicate effectively orally and in writing; search computerized databases in an efficient, cost-effective manner and to learn new applications as appropriate; operate audio/visual and imaging equipment used in the office. This at-will appointment serves at the discretion of the Director, Archives and Record Management Program.

## **Responsibilities**

### **Electronic Records Management**

- In collaboration with City Records Manager, develop, implement and administer electronic records management systems
- Conduct research and development for applicable software systems, hardware needs and other systems; manage the development of the information systems, including development of metadata standards, classification systems, and information architecture for internet and internal resources.
- Lead technical training in use of electronic records management software

### **Digital Asset Preservation**

- Lead digital preservation program and manage and administer the Municipal Archives' digital repository, including design of workflow, records ingestion, tracking, reporting, and running backups.
- Research and develop tools and systems for extraction and creation of metadata for archival records
- Provide technical support for systems used in digitizing records, including audio/visual materials, photographs, and maps

### **Information and Automated Retrieval System Management and Support**

- Provide systems management for automated retrieval systems, including thesaurus-based indexing and cataloging, database design, and quality control monitoring
- Maintain online search system Web site, including server administration
- Perform and manage design and implementation of processing procedures for importing external files into database system, including Word macro programming in VBA, and developing data transfer procedures
- Design and implement large-scale data migration projects
- Design, develop, and generate monthly reports on Web and database search statistics

### **Required Qualifications**

- Master's degree in Librarianship/Information Science from an American Library Association accredited institution, History with archival education coursework, or equivalent degree
- Three years progressively responsible professional experience or demonstrated familiarity with professionally accepted library and/or archival standards of classification, indexing and cataloging, and knowledge of automated records storage and retrieval systems
- Expert knowledge of professional records management principles and practices
- Experience or training in thesaurus design and construction, and controlled-vocabulary indexing
- Demonstrated ability to learn and master new and legacy systems quickly

### **Required Technical Skills**

- Training and/or experience in issues related to preservation and management of electronic records
- Competency in Windows Server operating system; working knowledge of networking in TCP/IP environment; working knowledge of Windows batch processing
- Two years experience with relational database administration, systems integration, and developing and managing automated information systems
- Training and experience in database design in MS SQL and/or MySQL
- Experience with programming in Visual Basic for Applications (MS VBA) for Word, and/or proficient/expert in one or more programming languages
- Knowledge of indexing and metadata standards related to archival records in multiple media

### **Desired Qualifications and Skills**

- Experience administering full-text database systems
- Familiarity with BRS/Search, Open Text Discovery Server, or any enterprise information management system
- Experience with programming in Perl and intermediate knowledge of JavaScript
- Experience with or ability to work within C++, ASP, PHP
- Advanced knowledge of HTML and CSS. Intermediate knowledge of JavaScript
- Knowledge of professional standards for creating and maintaining a Trusted Digital Repository
- Demonstrated skills at successful oral presentations, in training or in public settings

## **Application Process**

Visit [www.seattle.gov/jobs](http://www.seattle.gov/jobs) by **4:00 p.m.** on **Tuesday, June 18, 2013** to complete an online application. Submit a cover letter and resume describing how your education and experience meet the qualifications of the position. Applications received without cover letter and resume will not be considered. For additional questions, please contact [scott.cline@seattle.gov](mailto:scott.cline@seattle.gov).

The Legislative Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities and veterans are encouraged to apply.

**LOCATION:** City Hall, 600 4th Ave., Seattle, Washington

**JOB TYPE:** Civil Service Exempt, Regular, Full-time