***ESSENTIAL FUNCTIONS OF THE POSITION***  
  
1. Establish MEA’s digital document and records management system for Association-wide document retention.   
  
2. Works collaboratively to gain stakeholder buy-in and assistance in meeting project goals and timelines.   
  
3. Works with document owners and users to identify and classify existing and anticipated documents.   
  
4. Collaboratively establishes Association-wide metadata templates to facilitate consistent and efficient search and retrieval of digital documents.   
  
5. Provide recommendations, training and guidance to Divisions in establishing and maintaining a logical format for storage, search queries, and retrieval of information.   
  
6. Scan documents into digital document management system. Assure documents are filed as directed by the Divisions.   
  
7. Provide oversight of digital document archival, categorization, and tagging, to ensure consistency and completeness of metadata, quality of document scans, and efficient searching and retrieval of archived documents.   
  
8. Assist In-House Counsel in updating MEA’s document retention and archival procedures.   
  
9. Identify and retrieve research materials and photocopy documents.   
  
10. Answer online and e-mail requests for materials by performing electronic searches or assisting users with queries. May produce reproductions when requested.   
  
11. Collaborate with Senior Management in setting policy determining preservation practices and reproduction and usage fees for members and the public. May assist with copyright issues involved in digitization.   
  
12. Work with the Communications Manager in establishing and maintaining an intranet library website and other digitization projects as requested.   
  
13. Catalog books and other reference materials routed to the library. Digitize documents as appropriate.   
  
14. May direct interns in assisting with various library and archival tasks.   
  
15. Handle daily library duties related to the Laserfiche online retrieval system, and order archival supplies.   
  
16. Provide collaborative support to the Divisions in research and preparation as requested.   
  
17. Assist in monitoring budgets and expenditures.   
  
18. Responsible for maintaining relationships with all vendors associated with the digital library.   
  
19. Perform the essential functions of the position in a safe and efficient manner in accordance with the Association’s work rules and safety policy.   
  
The above items are not intended to be all inclusive of the essential functions or requirements of this type of work as they are subject to change based on operating necessity. The employee will also perform other related business duties as assigned by the immediate supervisor and other management personnel.   
  
***ESSENTIAL POSITION REQUIREMENTS***

* Qualified candidates are required to have a four-year degree or equivalent applicable experience in information technology, library science, or a related field.
* At least two years’ experience performing business needs analysis, automating workflows, and/or supporting digital library and archives operations (including collection preservation, online migration, maintenance and digitization of collections) is preferred.
* Recent experience with Laserfiche or similar digital document/records management software is preferred.
* The ideal candidate must have a proven track record of coordinating and completing projects with limited resources and working in a collaborative culture to successfully meet established goals and deadlines.
* Strong organizational skills are required.
* Candidates must have a valid Alaska driver’s license and a driving record, which is acceptable and insurable by MEA’s insurance carrier at standard group rates.