



## **Warren County Records Center & Archives / Microfilm Department**

406 Justice Drive • Lebanon, Ohio 45036 • Phone: (513) 695-1815 • Fax: (513) 695-2415 • [archives@co.warren.oh.us](mailto:archives@co.warren.oh.us)

### ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: IMAGING COORDINATOR  
DEPARTMENT: RECORDS CENTER AND ARCHIVES/IMAGING  
PROBATION RATE: STARTING \$23.56 (NEGOTIABLE) (365 DAYS)  
SCHEDULED HOURS: 40 HOURS A WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS BEGINNING MAY 2<sup>nd</sup>, 2024.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE [APPLICATION](#) AT THE ATTACHED LINK. EMAIL THE COMPLETED APPLICATION WITH RESUME AND COVER LETTER TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US)  
PLEASE CONTACT JEN HANEY CONOVER AT 513-695-1868 WITH QUESTIONS.

APPLICANTS CAN ALSO SUBMIT RESUME, APPLICATION AND COVER LETTER TO:

**WARREN COUNTY RECORDS CENTER & ARCHIVES  
ATTN: RECORDS MANAGER/ARCHIVIST  
406 JUSTICE DRIVE, ROOM 052  
LEBANON, OH 45036**

**APPLICATIONS MUST BE RECEIVED UNTIL MAY 13<sup>th</sup>, 2024.**

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# WARREN COUNTY RECORDS CENTER & ARCHIVES/MICROFILM DEPARTMENT

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## POSITION DESCRIPTION

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Position Title: Imaging Coordinator  
Class Title:

Incumbent:

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Department:	Records Center & Archives	FLSA Status:	Non-Exempt
Reports To:	Director	Civil Service Status:	Classified
Pay Rate:	Based on Qualifications	Employment Status:	Full-Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	8:00 A.M. to 4:30 P.M.		

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### JOB RESPONSIBILITIES:

Under general supervision of the Director, the Imaging Coordinator oversees and plans the daily production of the microfilming/imaging division of the Records Center and Archives, and Imaging staff. Acts as department head in absence of Director and Assistant Archivist.

### QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university with major course work in history, library science, or a related field; plus, two years' experience in microfilm and imaging production and quality control, project management experience required. Basic understanding of digital preservation.

OR

High School graduate. Six years of experience in microfilm, digitizing, or scanning production and quality control. Project management experience required.

### LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license required.

### ESSENTIAL FUNCTIONS:

1. Plans, schedules, and assigns work tasks of imaging projects with county offices and contracting agencies. Assures accurate, timely, and efficient production. Oversees the daily workflow and production performed by Imaging Division staff.
2. Has knowledge of records management and archival standards. Assists in the coordinating, accessioning, processing, and preservation of electronic and born digital records in digital preservation repository.
3. Oversees and trains imaging/microfilm technicians and assistants. Oversees the operation of a variety of document scanners, controlling document position, records content, and image quality. Edits images for quality, content, and completeness. Performs retakes as needed or instructed.
4. Maintains inventory of microfiche of county departments, checking for accuracy and correcting any problems. Oversees all data entry of microfiche vault managed by the Imaging Division.
5. Maintains accurate processing log and completes inspection reports. Maintains and updates Microfilm and Imaging Procedure Manual when necessary. Assists Director with outside service agreements for all production equipment to ensure the highest possible performance. Acts as liaison between micrographics service providers and the department.
6. Performs all duties of the Technicians, Specialists and Assistants when necessary to assure timely and efficient production deadlines. Assists Assistant Archivist on projects as needed.
7. Other duties as assigned.

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POSITION DESCRIPTION**

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Ability is required periodically to lift records storage boxes weighing as much as 50 lbs. Follows all safety and health practices as stated in the Warren County Personnel Policy Manual. Follows Records Center departmental policy. Demonstrates regular and predictable attendance.
2. Special projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Departmental goals and objectives; departmental practices and procedures; microfilm requirements and technical procedures; archival standards to produce microfilm; legal descriptions; government structure and process; public relations; digital preservation and archival standards.

**Skill in:**

Data entry techniques; effective writing techniques; operation of office equipment (e.g., typewriter, computer, calculator, copier, and fax.)

**Ability to:**

Understand a system of procedures; interpret a variety of detailed instructions in written, oral, picture, or schedule form; arrange items in numerical, alphabetical, and subject order; deal with a variety of variables in a somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; maintain confidentiality of information; communicate effectively in oral and written form; copy material accurately; correct grammatical and spelling errors; develop and maintain effective working relationships with associates, supervisors, and general public; maintain complete and accurate records; operate computer, digital scanner, planetary camera, microfilm reader/printer, jacket filler, ultrasonic splicer, densitometer; calculate numbers; gather, collate and analyze data; prepare meaningful, concise and accurate reports; use proper research methods in gathering information.

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My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position.

(Employee's Signature)

(Date)

Date Adopted: January 14, 2009

Date Revised: April 29<sup>th</sup>, 2024