WEST Project Coordinator

Core Functions & Duties

A. Management of WEST Print Archive Operations

Operations include consultation with WEST participating libraries to solicit and coordinate journal contributions for the Archive, coordination of shipments from participating libraries, organization and management of the journal contributions within the processing queue, consultation with the WEST Project Manager(s) to resolve bibliographic and content problems, oversee the daily validation process of all journal volumes, and oversee database maintenance (data entry production and accuracy), ensuring that validation and data entry are accurate and complete under WEST guidelines.

1. Maintain continuity and balance in the daily workflow of the Project by setting goals, establishing priorities, and adjusting work assignments, making the best use of personnel in order to ensure that productivity and accuracy goals, as defined by the WEST Project timeline, are met on a monthly basis.
2. Develop and implement modifications of policies, procedures and staffing in order to meet productivity and quality assurance standards. Solve problems for, and answer inquires from, a variety of individuals, including project staff, selectors and staff at participating libraries, and the WEST Project manager(s).
3. Interact and negotiate with collection development and processing staff at the WEST contributing libraries to establish mutual understanding of the Project goals, policies, and procedures, and devise new procedures as necessary to ensure smoothly functioning interdepartmental workflows and to address specific areas of concern involving the other WEST member libraries.
4. Prepare narrative and statistical reports on Project operations, and advice the unit Director and WEST Project Manager about any unusual problems requiring attention.
5. Provide statistical reports to the WEST Operations and Collections Council, and answer any concerns or questions they may have regarding the Project. Consult with and prepare for formal audits conducted by WEST Project representatives at the site.
6. Oversee the conservation treatment of WEST volumes, including minor repairs to damaged pages or replacement pages as performed by staff. Consult with the campus conservator for training and recommendations on best practices for conservation treatments.
7. Represent the archive at WEST regional meetings and at network and national -level conferences. Actively participate in discussions and training programs with other WEST archive providers to share experiences, develop best practices and to standardize validation and disclosure procedures.

B. Human Resources Management
1. Coordinate recruitment, hiring and supervision of the Project's staff.
2. Oversee training and instruction of staff in WEST standards for validation, departmental policies, work routines and procedures, and the preparation and revision of training methods and manuals.
3. Initiate performance evaluations, merit increases and reclassification recommendations for staff.
4. Monitor monthly expenditures for salaries and supplies against WEST funding, and prepare financial reports for the WEST Project Manager annually, or as requested.

Required Skills, Knowledge, Abilities & Competencies

1. Outstanding organizational skills to manage multiple workflows and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
2. Demonstrated sound judgment and ability to work independently, set priorities, and maintain them while coping with a fluctuating workflow and competing demands.

3. Skill in recognizing, defining, and analyzing problems, situations, or procedures to define objectives and implement action plans, recommendations.
4. Excellent interpersonal skills and demonstrated ability to build cooperative, effective working relationships with campus and WEST staff.
5. Excellent written communication skills, specifically writing skills to compose a variety of documents (correspondence, reports, policies, procedures) that are logical, concise, and grammatically correct. Ability to gather and analyze data. Demonstrated skill in writing analytical reports that explicate policies, procedures, project proposals and timelines, etc.
6. Working knowledge of Microsoft Office software including Word, Excel, Access, and Outlook.
7. Working knowledge of technical services operations within an academic or research library.
8. Working knowledge of OCLC/WorldCat Local and integrated library systems such as Ex Libris/Endeavor, Innovative Interfaces Inc., or similar.
9. Knowledge of library operations with experience in serials bibliographic and holdings records and coding.
10. Ability to develop and maintain databases and spreadsheet files for the collection, processing, and reporting of operational and financial data.
11. Physical ability to lift, shift, and shelve boxes, books, and computer equipment, including pushing a loaded book truck, bending over to reach lower shelves, and climbing a step ladder to reach material on higher shelves.