

Wright State University
CLASSIFIED JOB SPECIFICATION
Scanning Specialist

I. JOB INFORMATION

Job Title: Scanning Specialist (IT CLS02)

Job Class: 21112 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision and in accordance with accepted practices, performs a variety of duties and tasks related to digital scanning of a variety of documents or items. Performs quality tests and maintains standard controls over processes. Manages files and films. Maintains database records, equipment and supplies. Supervises student assistants.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Operates a variety of specialized equipment to film, edit, and duplicate documents. Meets established standards and guidelines to ensure high quality production.
- Scans documents, photos and manages batches of scanned images in software applications. Converts batches and saves to a web server.
- Provides general maintenance to and troubleshoots problems with the scanning equipment. Maintains equipment supplies.
- Creates and updates fields in the bibliographic records in the system.
- Prepares materials (e.g. historical photos and documents) for scanning. Maintains security of photos and documents while being scanned.
- Schedules, arranges and organizes items to be filmed.
- Acts a technical advisor to university personnel and makes appropriate recommendations on the selection and purchasing of new scanning equipment.
- Instructs, trains and provides work direction to other personnel on use of micrographic equipment. Supervises student assistants.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

An advanced two year education and one year of related work experience OR, a high school diploma or GED and three years related work experience. Ability to prioritize and organize job tasks and responsibilities.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials. There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.