

CONSERVATION PROJECT MANAGER

JOB DESCRIPTION:

A busy public office is seeking applicants for a part-time position as Conservation Project Manager to oversee the work of conserving damaged notarial volumes within a well-established protocol for book and paper repairs. The work is part of a Federal Emergency Management Administration (FEMA) -funded project to conserve some 2,000 bound, water-damaged notarial volumes in the office of the office of the Clerk of Civil District Court for the Parish of Orleans, Louisiana. In general, the employee oversees the work of conservation technicians and supervisors, maintains efficient workflow patterns, and gathers, analyzes and presents information to FEMA representatives and the Clerk of Civil District Court. The appointment is projected to last at least four years.

SUPERVISION EXERCISED:

The employee will be responsible to oversee a project consisting of up to ten full-time conservation technicians, a project supervisor and an administrative assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following; other duties may be assigned.

1. The successful candidate will oversee an established structure of book and paper conservation as primary resource for the project.
2. Report directly to the Chief Deputy Clerk and to the Clerk of Civil District Court; work closely with the project supervisor and staff administrative assistant.
3. Acquire full familiarity with Code of Federal Regulation Titles relating to FEMA grants.
4. Manage established conservation protocol and make recommendations for improving the project.
5. Become and remain familiar with project assets and resources.
6. Manage procurement contracts.
7. Compose employment descriptions.
8. Assist with publicizing request for proposals and quotations.
9. Assist with recruiting and interviewing conservation technicians.
10. Manage project records.

11. Serve as a member of the Disaster Response Team as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Must have advanced knowledge of the use and management of conservation tools and supplies. Knowledge of conservation equipment, handling techniques, and batch-method processing expected. Candidate must have familiarity with high-speed rotary tools, HEPA vacuums, mounting presses for drying, and heated spatulas. Candidate should be able to handle, humidify, measure, mend, and flatten damaged and possibly moldy archival text blocks, documents, and bindings.

Demonstrated experience managing staff, and supervising book and paper conservation tasks. Also a minimum of two years' experience, or equivalent performing library book conservation within a library or archive setting; ability to create high-level written and photographic documentation of project aspects as needed. The knowledge of and commitment to ethical standards in conservation is required.

Candidate must perform at a high standard of written and verbal communication with staff and management. Also, should be able to produce written reports as needed by the archivist, management staff, and outside granting agencies. The candidate must have the ability to work effectively and constructively, both independently and as part of a team is required. The full competency with Microsoft Office spreadsheets as well as with digital photography and software is required.

Grant administration experience highly desirable.

EDUCATION and/or EXPERIENCE

1. Candidate should have formal training, including advance degree from an accredited institution in book and paper conservation.
2. Detailed knowledge of and experience with conservation treatments on books, paper and related materials.

SPECIAL REQUIREMENTS

Must have excellent hand-eye coordination, able to work standing up, lift and carry 30 pounds and comply with archival and conservation guidelines on health and safety.

Salary will commensurate with education and experience. Full benefits, including health insurance, retirement, and annual, medical, and personal leave.

The agency head is the Honorable Dale N. Atkins, Clerk of Civil District Court and Ex-Officio Recorder for the Parish of Orleans. Documents subject to the above-described project are part of the Notarial Archives Division of the office of the Clerk.

The New Orleans Notarial Archives Division of the Office of the Clerk holds some 45,000 heavy bound volumes of signed notarial acts compiled by the notaries of New Orleans, Louisiana over three centuries, 1735 to date. They reside in the only archive dedicated to notarial records in the United States. Established in 1867 by the Louisiana Legislature, the New Orleans Notarial Archives relates closely to those European and Western Hemisphere repositories that share Louisiana's heritage of civil law. The world's civil law notarial archives derive from a Roman law-based system that elevated the notary to a prominent place in society as a draftsman, guarantor, and archivist of contracts in the private sector.

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