

Preservation Administrator

Clerk of Civil District Court for the Parish of Orleans

The Preservation Administrator for the Office of the Clerk of Civil District Court for the Parish of Orleans, under the supervision of the Archivist, is responsible for the preservation management of the collections of the Office. The incumbent oversees all preservation initiatives in both the Land Records and Civil Divisions, including condition assessment and treatment prioritization; advanced conservation treatment and routine collection stabilization; conservation space planning; equipment and materials procurement; statistics; commercial bookbinding; disaster planning, response and recovery; and environmental monitoring. The preservation administrator compiles reports and makes recommendations in these areas for submission to the Clerk and the Deputy Clerk.

Supervision Exercised:

The Preservation Administrator supervises staff in multiple dedicated conservation spaces, as well as those in bookbinding preparation.

Essential Duties and Responsibilities:

- Investigates, plans, implements and oversees strategies to ensure the long-term preservation of the Office's Land and Civil records.
- Develops and implements policies and procedures for both item-level conservation treatment and large-scale collections care activities, including condition assessment; treatment prioritization; environmental monitoring; disaster planning, response and recovery.
- Develops and implements protocols for the proper handling of historic materials by both staff and general public.
- Develops and implements routine collection housekeeping protocols, including shelf dusting, collection shifting, proper housing and space management.
- Collaborates with Archivist to develop and implement proper written loan policies and procedures.
- Supervises commercial bookbinding program, including the process of verifying digital scans of instruments, re-scanning and repair, compiling and printing metadata for volumes, and bookbinding records for vendor pickup, delivery, and invoicing.
- Supervises daily activities of conservation staff and commercial bookbinding preparators.
- Provides recommendations to the Supervising Archivist on suitable equipment and best practices for the reproduction of collection materials (by both photographic and xerographic means).

- Maintains conservation and preservation statistics.
- Acquires familiarity with procurement protocol observed by the Office of the Clerk; manages procurement requests for all conservation, preservation and bookbinding initiatives.
- Collaborates with staff in various departments to protect records while ensuring continued public access.
- Acquires familiarity with the management of an ongoing Federal Emergency Management Agency (FEMA) grant-funded record stabilization project within the Office of the Clerk of Court.
- Participates in the hiring process for conservation staff and bookbinding preparators.

Job Related and Essential Qualifications:

- Planning and organizing.
- Attention to detail.
- Information collection and monitoring.
- Problem analysis and solving
- Superior writing and speaking skills.
- Confidentiality and integrity.

Education and/or Experience:

- Master's Degree in Library or Archival Science required, with certificate or specialization in preservation management preferred.
- Demonstrated experience managing preservation activities in a library or archive.
- Familiarity with the principles of book and paper conservation; bookbinding and archival practice.
- Membership and participation in local and/or national professional library/archives and conservation/preservation organizations.
- Excellent working knowledge of Microsoft Office Suite.
- Familiarity with standard environmental monitoring equipment and software.

Salary commensurate with experience.

Interested applicants should send cover letter and resume by email to hrclerk@orleanscdc.com or by mail to Human Resources, 1340 Poydras Street, Suite 400, New Orleans, LA 70112.