

DIXIE REGIONAL LIBRARY SYSTEM

JOB DESCRIPTION FOR: Grant Funded - Temporary Digital Image & Metadata Clerk

LOCATION: Pontotoc County Library
111 North Main Street
Pontotoc, MS 38863

GRANT TERM: November 2025 – February 2027

HOURS: 1088 hrs maximum.
Must be completed during regular library operating hours. Exact schedule flexible but must be approved by Director and Assistant Director

REPORTS TO: Director and Assistant Director

POSITION SUMMARY:

The Digital Image & Metadata Clerk performs tasks which contribute to a grant funded newspaper digitization and metadata project. Ability to self-start and engage fully with the task is required.

QUALIFICATIONS:

1. High school diploma/equivalent or current student
2. Thorough understanding of and ability to use the English language
3. Excellent computer skills

JOB-RELATED SKILLS AND KNOWLEDGE REQUIRED:

- Be willing to learn
- Meticulous attention to detail
- Have the ability to receive and follow directions
- Have the ability to type quickly and accurately
- Have the ability to maintain neat and organized workspace, processes, and document progress
- Have the ability to crop images and merge files within Adobe Acrobat Pro
- Have the ability to accurately create and input multi-column data within Microsoft Excel

Duties

- Crop individual digitized newspaper images to produce best image and reduce blank space
- Convert and rename .jpgs and PDFs using Adobe Acrobat Pro
- Merge multiple files into multi-page PDFs
- Use Microsoft Excel to create metadata, including individual file names, in keeping with metadata best practices
- Maintain documentation of work completed
- Document recurring themes and topics for use in publicity and informational resources
- If grant period permits, creation of slideshows, pamphlets, and other documents to promote the resource

BENEFITS:

- If existing member, participation in Public Employees' Retirement System

DISCLAIMER

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.