

Classification and Qualification



STANDARDS

The California State University System

Visual Resource Specialist

Class Codes: 0860 - 0862

Date Established: 12/01/00

OVERVIEW:

The Visual Resource Specialist is a broad classification with two position skill levels. It is designed for positions with responsibility for the independent administration, operation, and development of the campus visual resource collections which require the application of specialized academic and technical knowledge. Incumbents support campus curriculums as well as faculty and student research in various fine arts, historical and/or related disciplines through the acquisition, maintenance, cataloging, organization and circulation of a wide range of high quality images in various print, analog and digital formats. Incumbents at both skill levels are responsible for the daily operations of a visual resource collection site. The key factor distinguishing the two skill levels is the complexity of the collection administered in terms of its depth and breadth and the variety and number of degree programs and users served.

Position Skill Level I - Incumbents at this level work independently to administer a visual resource collection and perform curatorial responsibilities of moderate complexity. Incumbents support more focused, less varied curriculums, and as a result, typically support fewer users. The collections are often relatively stable with standard expansion occurring to meet curriculum needs. The complexity of the collection in terms of its size, depth and diversity and the number of users does not require the same breadth of knowledge or responsibilities as the second level.

Position Skill Level II - Incumbents at this level are responsible for the larger and more complex collections involving multiple and varied academic degree programs with a wide range of users and materials in circulation at any time. More than one collection may be administered. Collections are diverse and extensive usually covering multiple disciplines and time periods and are often under constant or rapid expansion and development to meet curriculum and user needs. The complexity, depth, and diversity of the collection(s) require a broader base of specialized academic knowledge and skills.

CORE AREAS:

The work of the Visual Resource Specialist is focused on researching, planning, developing, cataloging, and providing reference services for a visual resource collection. Incumbents are responsible for the intellectual, administrative, instructional and technical activities required by the collection and the academic programs they service. Work typically falls into the following core areas. The work examples cited here are not meant to be all-inclusive nor do they denote a specific level of work; rather, they illustrate the type of work assignments frequently performed.

Collection Administration and Operation - Provides overall administration and control of visual resource collections by handling the day-to-day operation of the visual resource center located in a school, library and/or media center; develops and implements operating policies for the use and circulation of the collection; develops and maintains effective circulation practices; researches and develops procedures for ensuring copyright law compliance; develops and manages the budget for collection maintenance and development; and represents the collection to internal and external groups and constituents.

Collection Research and Development - Serves as a researcher and facilitator for the discovery of resources in an increasingly complex network of unevaluated materials; works with constituent groups to set collection goals; acquires visual materials based on curriculum needs and projections and historical developments in the art world; evaluates the collection to improve its overall scope and depth; evaluates, selects and purchases commercially available images in analog and digital formats; may develop and write grant proposals; evaluates and selects materials for in-house production; performs or directs the capture, preparation, manipulation and conservation of analog and digital images; receives and reviews acquisition requests from users; and maintains the quality of the collection.

Cataloging and Reference Services - Applies intellectual control to collection materials to facilitate access to the collection by developing and maintaining effective classification and cataloging systems; selects, develops, maintains and uses applicable technology systems and applications for the development and organization of the collection, as well as access to the collection; establishes standards and maintains a cataloging manual to ensure accuracy and consistency; informs users about the content, organization and availability of visual resource material; provides general reference information and instructs users in image research techniques; assists users in searching for and retrieving desired images; works with faculty in the development, design, and maintenance of on-line tutorials, course web pages and related instructional material; and researches descriptive data for objects and artists.

ENTRY QUALIFICATIONS:

Entry to the first level within this classification requires a thorough knowledge of art, art history and/or architecture; a sound foundation in principles and practices of library cataloging and circulation; and the ability to organize and operate a visual resource collection under general supervision. A general knowledge of analog and digital image production, research sources and copyright and intellectual property laws are also essential to the performance of this work. Some collections may require a reading knowledge of a foreign language and more extensive knowledge of world history, literature and religion.

This background normally would be obtained through a masters' degree in fine arts or library science with applicable courses in the fine arts or equivalent training and experience, plus up to one year of related curatorial, library or teaching work.

POSITION SKILL LEVELS:

Two position skill levels are defined within this classification denoting a progression of responsibility, knowledge, and skill requirements. Progression from a lower to a higher skill level is referred to as an *in-classification progression*. The following factors are used to determine position skill level: complexity, scope and impact of the work performed, including such factors as the diversity and complexity of collection itself and the curriculums and degree programs supported, the number and diversity of faculty and students supported, the uniqueness and depth of the collection; level, type and scope of knowledge required, including the variety and complexity of academic disciplines and foreign languages; autonomy exercised and level of supervision and direction received in the administration and development of the collection; judgment and discretion required by the position; problem solving and analytical skills required; level of creativity and ingenuity required by the position; and the level and diversity of contacts and interactive capabilities required by the position.

A position is placed at a skill level where the majority of and/or most critical position responsibilities and skill requirements fall in relation to the position skill levels defined below. Management assigns work responsibilities and determines the skill requirements of a position. It is important to note that the position skill level definitions do not delineate entry requirements for each skill level, but are composites of the typical position at each level. Entry qualifications are defined for the first position skill level of the classification. Further progression within the classification depends first, on the operational need for a position at a higher skill level, second, on the nature of the duties and requirements of the position, and third, on an employee's demonstrated and applied skills and abilities.

POSITION SKILL LEVEL I

Typical nature of work assignments:

Performance of ongoing administration and development of a visual resource collection involving curatorial work of moderate technical complexity. Collections are of moderate complexity in terms of their depth and diversity and serve more focused curriculums and, as a result, fewer faculty and student users. Collections are usually relatively stable, but typically involve regular expansion to support curriculums and users.

Work is performed relatively independently under general supervision.

Assignments require judgment and discretion in the selection and use of visual resource materials and in the development of circulation policies and practices.

Work requires ingenuity and creativity to develop cataloging systems and visual resource materials. Work involves regular contact with students and faculty to support curriculum and research needs. Often accountable for budget management related to the collection. May provide lead work direction to other staff members.

Typical knowledge and skill requirements:

Thorough knowledge of subject area specialty such as art, art history, architectural history and/or environmental design.

Ability to develop and use computer databases and other applicable software packages to support collection development, organization, and usage.

Comprehensive knowledge of library methods and practices and advanced research capabilities.

Ability to identify, evaluate and develop off-campus resources for expanding the collection and visual image resources.

Ability to stay current with developments in visual resource practices and international and national copyright laws.

General knowledge of analog and digital image production.

Reading knowledge of applicable foreign languages to ensure appropriate selection and use of visual materials.

Ability to apply independent initiative and judgment.

Ability to work with faculty and students to support research efforts and curriculum goals.

POSITION SKILL LEVEL II

Typical nature of work assignments:

Performance of ongoing administration and development of visual resource collections including developing collection objectives, policies and procedures in environments involving more complex, larger collections supporting numerous/diverse curriculums and faculty and students. Collections are diverse and extensive usually covering multiple disciplines and time periods and are often under rapid expansion and development. Incumbents may administer more than one collection.

Work is performed under general direction and reviewed against goals and objectives.

Work requires appreciable innovation in the planning and development of collection resources.

Contacts are primarily with faculty and students in support of the curriculum and research activities.

In addition to Position Skill Level I knowledge and skill requirements, work assignments typically require:

In-depth and comprehensive knowledge of subject area specialties such as art, art history, architectural history and/or environmental design, typically acquired through an advanced degree. Ability to independently organize and operate visual resource area.

Ability to stay current and advise management on developments in visual resource principles and international and national copyright laws.

Comprehensive knowledge of analog and digital image production and the expertise in directing the development of visual materials.

Working knowledge of applicable budget systems and practices and ability to manage operating budget.