



HOOVER INSTITUTION

On War, Revolution and Peace

Personnel Office

DATE: August 18, 2011

VACANCY ANNOUNCEMENT

The library and archives at the Hoover Institution, Stanford University, are seeking qualified candidates for an initial three-year limited term position. **THIS IS A CAREER TRACK POSITION.** The Hoover Institution, founded at Stanford University in 1919 by Herbert Hoover, the thirty-first President of the United States, is a public policy research center devoted to the advanced study of domestic and international affairs. The Hoover Institution Library and Archives, with some one million volumes and nearly six thousand unique archival collections, constitute one of the world's largest repositories of materials on political, social, and economic change in the modern era.

Applicants should supply a complete resume and the names of three references well acquainted with their qualifications for this position. Letters and document should be addressed to:

**Linda Bernard
Deputy Archivist
Hoover Institution
Stanford, CA 94305-6010**

POSITION TITLE: LIBRARY AND ARCHIVES COLLECTIONS MANAGER

CLASSIFICATION: Librarian **RANGE:** 3P3

IN-HIRE SAL RANGE: Competitive salary, commensurate with experience.

END OF POSTING: Open until filled

The Collection Manager will participate in a wide variety of activities, focusing on organizing, maintaining, developing, and administering the collecting programs primarily within the Hoover Institution Archives.

Under the direction of the Director of the Hoover Institution Library and Archives, the successful applicant will be responsible for the following:

DUTIES AND RESPONSIBILITIES

- Participate, as part of a team, in digitization projects for various archival collections, particularly with regard to monitoring the progress of the various digitization projects, maintaining schedules for digitization projects, and assisting in prioritizing collections for digitization
- Develop and maintain acquisitions case files for potential and pending archival acquisitions; this includes maintaining correspondence and e-mails files, detailed information on acquisitions' negotiations, and contact information in the donor database
- Maintain and, as necessary, create documentation (which includes contracts, deeds of gifts, and loan agreements) for an extensive collection development program; draft correspondence to donors; maintain telephone communication; and, on occasion, meet with donors
- Coordinate shipping arrangements for incoming collections (many of which are international) with shipping companies and donors; as necessary, coordinate with the shipping firm and arrange for payment
- Work closely with Hoover facilities department, shipping firms, and Hoover's preservation department to ensure a smooth flow of incoming collections
- Conduct research, in cooperation with the archives' curators, on potential archival acquisitions and, with the Director, evaluate the research and historical value and relevance (within the archives' collecting scope) of potential and pending acquisitions
- Assist in appraising the value of proposed collections
- Assist potential donors in finding suitable appraisers for collections
- Assist web content editor in creating descriptions for newly-acquired collections
- Assist the Director in long-term planning for the continued growth of the collections and in maintaining a high quality acquisitions strategy for the library and archives
- Perform occasional processing according to accepted archival standards and following Hoover's in-house guidelines
- Serve regularly – but on a very limited basis – at archives reference desk

- Conduct, on an infrequent basis, tours of the Hoover Institution
- Assist Stanford University Facility Security Officer in administering classified materials
- Perform related projects and special assignments as requested by the Director, including the preparation of budgets and project progress reports

QUALIFICATIONS

Knowledge of and interest in modern American and world history (particularly Russian and Soviet, East and Central European, Latin American, and Chinese); degree (preferably advanced) in history or other social science; in-depth knowledge of archival arrangement and description practices; excellent command of written and spoken English; superb composition and communication skills; demonstrated ability to deal tactfully with donors, to manage sensitive material in a confidential manner, to work effectively and collegially with entire staff and across department both within Hoover and across the University, and to exercise considerable judgment and initiative; word processing and database computer skills; ability to lift 25-pound bases and push heavily-loaded book trucks.

ALA-accredited MLS degree or ACA certification as professional archivist, or an equivalent combination of education and experience in an archival repository. Working knowledge of one or more foreign languages is a definite asset. Candidates must be eligible for U.S. national security clearance.

The Hoover Institution at Stanford University has a strong institutional commitment to the principle of diversity. In that spirit, we welcome applications from all people, including women, members of ethnic minorities and disabled individuals.