

**JOB TITLE: CONSERVATION SPECIALIST**

**JOB FAMILY: LIBRARY/MUSEUM**

**BAND: G**

**FLSA: EXEMPT**

**JOB CODE: 10169**

**MAIN FUNCTION:**

Treat materials, including cleaning and/or washing, chemical de-acidification, flattening, matting, binding, re-binding, binding repair and restoration.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Treat materials, including cleaning and/or washing, chemical de-acidification, flattening, matting, binding, re-binding, binding repair and restoration.

Train and supervise technicians, apprentices and interns.

Examine materials; determine or recommend appropriate treatment.

Assist in conservation planning, program development and special projects.

Manage workflow.

Assist in lab and freezer management and maintenance and in the selection and ordering of supplies.

Consult with Curator and/or selectors and/or unit Librarians on treatment options.

**JOB PROFILE :**

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: 3 but less than 5 years of experience or equivalent.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve assisting others and providing or obtaining cooperation for the completion of tasks.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing information that exists within pre-established documents or programs.

CONTACTS WITH STUDENTS: None to limited contact.

SUPERVISION GIVEN: Responsible for providing on-the-job training, guidance, advice and counsel to other employees in the group and to positions performing the same work or related technical tasks.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING : Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect an entire department or have a moderate effect on students and employees.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Variable working conditions, including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use or equipment requiring close attention. Safety gear may be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***