



Library/Museum Job Family: **Preservation Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Duties	Preservation Assistant II INDIVIDUAL CONTRIBUTOR	Preservation Assistant III INDIVIDUAL CONTRIBUTOR	Preservation Assistant IV INDIVIDUAL CONTRIBUTOR	Preservation Assistant V INDIVIDUAL CONTRIBUTOR
Conservation Treatment	Repair of circulating bound materials and conservation treatment of select rare library/archives materials; using specified techniques and materials.	Repair of circulating bound materials and conservation treatment of a broad range of rare library/archives materials, with wide-ranging condition concerns; using a variety of techniques (routine and some complex) and materials (some specialized).	Conservation treatment of a broad range of rare library/archives materials, with full-range of condition concerns; using a variety of techniques (some routine, most complex) and materials (many specialized).	Provide leadership in the conservation treatment of a broad range of circulating and/or rare library/archives materials, with full-range of condition concerns; using a variety of techniques (many complex) and materials (many specialized).
Housing	Construction of simple enclosures for bound materials and housing of paper and photographic materials using specified, pre-fabricated enclosures.	Housing of a broad range of circulating and rare library/archives materials, with wide-ranging condition concerns, using a variety of techniques (routine and some complex) and materials (some specialized).	Housing of a broad range of rare library/archives materials, with full-range of condition concerns, using a variety of techniques (some routine, most complex) and materials (many specialized).	Provide leadership in the housing of a broad range of circulating and/or rare library/archives materials with full-range of condition concerns, using a variety of techniques (many complex) and materials (many specialized).
Documentation	Record hours and statistics.	Prepare incoming paperwork and tracks materials using registrar database; prepare written condition and treatment documentation; conduct digital photo documentation; record hours and statistics; compile reports.	Prepare incoming paperwork and tracks materials using registrar database; prepare written condition and treatment documentation; conduct digital photo documentation; record time and statistics; analyze and interpret data, make recommendations, compile reports.	Prepare incoming paperwork and tracks materials using registrar database; prepare written condition and treatment documentation; conduct digital photo documentation; make recommendations for and/or design databases for analysis and reporting of conservation activities; analyze and interpret data, compile reports, make recommendations.

Duties	Preservation Assistant II INDIVIDUAL CONTRIBUTOR	Preservation Assistant III INDIVIDUAL CONTRIBUTOR	Preservation Assistant IV INDIVIDUAL CONTRIBUTOR	Preservation Assistant V INDIVIDUAL CONTRIBUTOR
Lab Maintenance	Prepare wheat starch paste and other lab supplies; clean and organize work space(s) and storage areas.	Prepare wheat starch paste and other lab supplies; clean and organize work space(s) and storage areas; track supply use, order supplies (with conservator), investigate supplies/equipment and make recommendations.	Prepare wheat starch paste and other lab supplies; clean and organize work space(s) and storage areas; track supply use, order supplies (with conservator), investigate supplies/equipment and make recommendations; responsible for select lab equipment maintenance.	Prepare wheat starch paste and other lab supplies; clean and organize work space(s) and storage areas; track supply use, order supplies (with conservator), investigate supplies/equipment and make recommendations; responsible for select lab equipment maintenance; assists in space planning.
Loan and transport	Prepare and transport collection items according to standard methods and procedures.	Assist in developing packing and transport methods.	Assist in designing, planning, and implementing the packing and transport of collections, the selection of appropriate methods and materials, and the construction of packing and transport systems.	With the conservator, design, plan, and implement the packing and transport of collections; select or approve appropriate methods and materials and container construction, packing and transport systems; reviews documentation; provide training in packing and transport methods; review facility reports; determine light level and duration and make recommendations, including facsimiles.
Exhibit preparation	May construct simple supports for exhibits.	Under supervision, construct simple and complex supports and enclosures; assists with installation, and record-keeping.	With the exhibits specialist and/or conservator develop and/or construct appropriate supports; design custom supports and/or enclosures for complex or unique objects or display conditions.	With the exhibits specialist and/or conservator develop and/or construct appropriate supports; design custom supports and/or enclosures for complex or unique objects or display conditions; review exhibition designs; research new material, specify appropriate materials to be used for supports, and mounts; determine light level and duration and make recommendations, including facsimiles.

Duties	Preservation Assistant II INDIVIDUAL CONTRIBUTOR	Preservation Assistant III INDIVIDUAL CONTRIBUTOR	Preservation Assistant IV INDIVIDUAL CONTRIBUTOR	Preservation Assistant V INDIVIDUAL CONTRIBUTOR
Environmental monitoring		Collect data from monitoring equipment and document findings for review and interpretation by a conservator and/or environmental specialist.	Collect data from monitoring equipment and document findings for review and interpretation by a conservator and/or environmental specialist maintain and set up monitoring equipment.	Assist in developing monitoring plans and data collection methods; maintain and set up monitoring equipment; collect data and ensure complete documentation and reporting; summarize data for review and interpretation by conservator and/or environmental specialist; train others in environmental monitoring techniques.
Emergency preparedness and disaster response	Perform actions, and assist others as assigned.	Prepare materials, information, and supplies for use in response as instructed; respond to emergencies as instructed by supervisory staff; perform remedial-level recovery procedures as instructed.	Fill an assigned role in emergency planning, update contacts and assist in the creation/review/maintenance of emergency plan; assist in responding to an emergency as indicated in the emergency plan; assist with recovery procedures and conservation treatment activities related to the emergency, as appropriate.	With the conservator, review and/or write emergency procedures; working independently or with the conservator direct disaster response procedures, share responsibility for all collections care aspects of an emergency plan with all responsible professional colleagues.
Instruction and outreach		Participate in select instruction and outreach activities.	Recommend, develop and coordinate aspects of instruction, research, and outreach activities.	Lead and coordinate some efforts in instruction, research and outreach activities.
Research		Assist in collecting information and data, locating and retrieving requested literature.	Assists in all of the following: design research projects (technical, historic, and/or analytic); conduct literature searches; collect and prepare samples; collect and analyze data; document findings in conjunction with conservators or scientists as appropriate.	Assists in all of the following: design research projects (technical, historic, and/or analytic); conduct literature searches; collect and prepare samples; collect and analyze data; document findings in conjunction with conservators or scientists as appropriate; assists with developing and reviewing research project design and protocols.
Collection condition survey		Assist in documenting physical and chemical damage.	In consultation with Assistant Conservator/ Conservator, perform condition and vulnerability assessments of collections, storage areas, and environments, and identify action items.	With the conservator, recommend, develop and prioritize strategic and innovative treatment, preventative, and housing solutions for individual items and collections.

Duties	Preservation Assistant II INDIVIDUAL CONTRIBUTOR	Preservation Assistant III INDIVIDUAL CONTRIBUTOR	Preservation Assistant IV INDIVIDUAL CONTRIBUTOR	Preservation Assistant V INDIVIDUAL CONTRIBUTOR
Program development		Contribute to programmatic development; participate in the planning and development of conservation facilities and services.	Contribute to programmatic development; participate in the planning and development of conservation facilities and services; serve as a resource in select areas.	Assist conservator and department director with programmatic development; plan and implement developments in conservation facilities and services; serve as a resource in expertise area.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10708 PRESERVATION ASSISTANT II, BAND B	10709 PRESERVATION ASSISTANT III, BAND C	10710 PRESERVATION ASSISTANT IV, BAND D	11303 PRESERVATION ASSISTANT V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma or equivalent; up to 2 years experience or equivalent.	High school diploma or equivalent; more than 2, but less than 4 years experience or equivalent	Associate's degree or equivalent; more than 2, but less than 4 years experience or equivalent.	Bachelor's degree or equivalent; More than 2, but less than 4 years experience or equivalent.
IMPACT	Extend beyond the department.	Extend beyond the college/unit.	Extend beyond the college/unit.	Extend beyond the college/unit.
CONTACTS - INSIDE	Assist others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects	Assist others Cooperation of task completion Handle confidential information
CONTACTS - OUTSIDE	Conduct straightforward business Obtain or provide general factual information Handle confidential information.	Conduct somewhat complex business activities Obtain involved information Provide detailed response.	Conduct somewhat complex business activities Obtain involved information Provide detailed response.	Provide guidance or instruction on specialized or complex equipment
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Deal with confidential information such as grades, financial records, etc.

FACTOR PROFILE	10708 PRESERVATION ASSISTANT II, BAND B	10709 PRESERVATION ASSISTANT III, BAND C	10710 PRESERVATION ASSISTANT IV, BAND D	11303 PRESERVATION ASSISTANT V, BAND E
SUPERVISION	None given	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals.	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals.	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals.
COMPLEXITY	Entire field tasks	Entire field tasks	Focus on both an entire field and related areas	Focus on both an entire field and related areas
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor.	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor.	Very general supervision. Resolve most questions. Accomplish most tasks alone. Keep the supervisor informed of progress	Very general supervision. Resolve most questions. Accomplish most tasks alone. Keep the supervisor informed of progress
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work.	Provide standard responses to inquiries.	Provide standard responses to inquiries.	Provide a response for which few prototypes exist or prepare written information that requires extensive research.
SUPPORT SKILLS – COMPUTER	Uses business or technical programs for data input or word processing to create documents or reports.	Limited responsibility, OR is position's area of work.	Uses a variety of business or technical programs (spreadsheets, file management or production tasks) to complete information management or production tasks.	Uses a variety of business or technical programs (spreadsheets, file management or production tasks) to complete information management or production tasks.

FACTOR PROFILE	10708 PRESERVATION ASSISTANT II, BAND B	10709 PRESERVATION ASSISTANT III, BAND C	10710 PRESERVATION ASSISTANT IV, BAND D	11303 PRESERVATION ASSISTANT V, BAND E
WORKING CONDITIONS - PHYSICAL	Lift 10 to 20 lbs., use of power machinery	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.
WORKING CONDITIONS - HAZARD	Limited exposure.	Chemical/substances requiring careful use. Equipment requiring close attention, including computer use. Some use of protective devices.	Limited exposure.	Limited exposure.