

**Job Description and Standards of Performance**

<u>Position Title:</u> Library Researcher	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Editorial	<u>Department #:</u>
<u>Date Updated:</u> 4/27/07	<u>Updated by:</u>
<small>Released 8/28/00</small>	Porter/Crider
	<u>Job Code #:</u>

Position Purpose/Objective:

To serve as an information center for the newsroom by enhancing and archiving the published product for future reference needs and to provide information for use in creating content from a variety of sources, including but not limited to: primary sources ( including individuals), databases, Web-related information, and reference materials.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Provides research and creates content based on that research for newsroom and other departments. CORE	Accurate information is quickly relayed or compiled. Reliable sources of information are used.
Accurately and quickly enhances both text and non-text elements, prioritizing this work based upon the current and future needs of the organization. Historical clipping and picture files are maintained. CORE	All fields are added/keyworded appropriately. The enhanced product matches the published product within their respective editions. Selective non-published images are archived and keyworded. Appropriate function keys are created and used to streamline process. Corrections are attached to the appropriate stories/images. Appropriate stories/images are selected and unwanted content is deleted. Selection and enhancement techniques follow established guidelines. Typing is accurate and clean. Historical pictures and clips are accurately

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	<p>labeled and/or refiled.          Deadlines are met.</p>
<p>Participates in special projects, including research for investigative reports, creation of databases for use by our audience and other initiatives calling upon their research skills.          Trains newsroom members in retrieval and research techniques.          Creates text and non-text elements including, but not limited to, nugget boxes, sidebars, and cutlines for use as enhancement to content.          CORE</p>	<p>Internal databases, files, books and free databases are researched before committing to fee-based services.          Works cooperatively with editors, reporters, and other departments.          Search techniques are refined and accurate.          Deadlines are met.          Classes are developed by expertise level.          Training is regularly scheduled as well as when requested.          Research is accurate, timely, and comprehensive.          Newsroom style and policies are followed.</p>
<p>Meets deadlines.          CORE</p>	<p>Material is ready when due.          Supervisor is notified of problems so deadlines can be adjusted or reassigned.</p>
<p>Handles requests for public research and other external inquiries.          (CORE)</p>	<p>Requests are handled quickly, accurately, and professionally.          Invoices are complete and accurate.          The appropriate information is given, following departmental guidelines and policies.          Alternate sources of information are provided.</p>
<p>Prepares newspaper for microfilming.          Book and reference material cataloging.          SUPPORTING</p>	<p>Daily news product is sorted and numbered accurately with all page and edition changes included.          Pages are mailed monthly for filming and re-checked upon delivery.          Reference material is catalogued according to the Dewey Decimal System, with local rules.          Magazine racks are maintained and updated.          Pamphlets and other assorted reference material is appropriately filed.</p>
<p>Keeps up with local and national events.          SUPPORTING</p>	<p>Appropriately archives content based on knowledge of current national and local events and their implications to the staff.</p>

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<p>Uses available technology to accomplish enhancing/research/other.          SUPPORTING</p>	<p>Is proficient in the use of the production system, using function keys as appropriate, and can route content to appropriate destinations including the company intranet.          Can independently catalog books and create files for tracking circulation figures and use formulas to tabulate.          Can work effectively and independently in spreadsheet and database software needed to facilitate research.          Effectively use the Internet to locate and research reliable resource sites and maintain bookmarks for same.</p>
<p>Other related duties as required.          SUPPORTING</p>	<p>Additional duties are performed in a timely and accurate manner.</p>

Required Education and/or Experience/Knowledge:

High school required/ college degree desired.  
 Library and/ or news background desired  
 Demonstrated ability to work in various computer software programs

Required Skills:

Typing 45 words per minute  
 Excellent use of grammar, vocabulary and spelling  
 Excellent organizational ability  
 Demonstrated capabilities for news research, both in the electronic media as well as hard copy.  
 Preference given for news library background in database enhancement and computer-assisted research technologies.  
 Excellent interpersonal skills, ability to tactfully acquire information and create a good impression  
 An understanding of and appreciation for the demands of ethical decision making.

This position reports to:

Reader Services Manager