

## **POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Library Associate 2--Coordinator for Text Processing, Mark-Up and Metadata

**SALARY:** Anticipated starting salary is \$31,347 annually. Actual starting salary commensurate with applicant's skills, knowledge and abilities.

**REQUISITION #:** 0702420

**DEADLINE DATE:** 04/26/2007

### **JOB SUMMARY:**

The George A. Smathers Libraries Digital Library Center is recruiting for the position of Library Associate 2. This position converts page images to searchable text and provides mark-up and selected metadata to load digitized resources in to the UF Digital Collections, a digital library, and to archive the same.

### ***The duties of this position include:***

Performs or coordinates metadata encoding (i.e., mark-up) for text documents and image to be served using standardized UFDC METS/PALMM MODS/FCLA DAITSS, including Dublin Core, MODS, NDNP as subsets of these. Incumbent works with vendors of text conversion services for the same; reviews the quality of work produced either by vendors or University of Florida staff or contributing project partner institutions. Incumbent works with DLC programmers to spec-out new services or efficiencies in existing services.

Coordinates or performs optical character recognition (OCR) to levels of accuracy optimized for the source document using Prime Recognition and other software. Incumbent works with vendors of text conversion services for the same and reviews the quality of work produced either by vendors or University of Florida staff or contributing project partner institutions.

Consults with UF DLC programmers on design and functionality of user interfaces. V Incumbent consults with the Systems Department programmers for the Digital Library Center. Incumbent consults with appropriate Collection Managers to specify special query structures as necessary for optimal research use of particular resource formats, e.g., newspapers, photographs, etc. Incumbent consults with Office of Academic Technology staff as necessary for the same per educational use. Incumbent consults with counter parts at other State Universities, PALMM and dLOC partners for the same.

Coordinates or performs deployment of digital packages to the UFDC, PALMM or other target technology. Coordinates or performs the quality-control of the product deployed online. Collaborates with the Metadata Cataloger to ensure quality or enhancement of metadata. And, consults with the Florida Center for Library Automation as necessary for ingest and query into PALMM.

Coordinates or performs timely Digital Archiving. Incumbent is responsible for digital archiving of digital masters and all derivatives both to UF DLC disk storage and to the Florida Digital Archive. Incumbent may also be responsible, as projects require, with external agencies, e.g., International Digital Children's Library, for the copy or exchange of UF DLC digital resources. Incumbent verifies data burn and transmission to archival media. Incumbent reports packages loaded and assists with error report management and resolution.

Serves as SYSTEM LIAISON. Incumbent attends all liaison meetings of the Systems Department; effects changes to hardware/software and networking as instructed; troubleshoots all DLC hardware/software/networking problems; maintains tracking database of programs and equipment; installs new software as requested; sends sys help requests as needed; sends and follows through on trouble tickets requests as needed; and installs/uninstalls programs as requested by Systems and/or DLC staff.

Professional development. Including research on metadata and mark-up issues, .NET programming, UNIX administration, participation in standards development activities, etc. Incumbent actively participates in metadata initiatives and professional bodies.

***Minimum qualifications:***

Bachelors degree and four years of related library experience, or graduate degree and two years of related library experience, or any equivalent combination of experience, training and/or education.

***Preferred qualifications:***

- Master's degree, with experience in library or computer science, scripting/programming, or mark-up;
- Commensurate experience may substitute.
- HTML and XML experience required; PERL, C#. and .NET desired;
- Knowledge of other SGML and XML DTDs and schemas such as DC, EAD, METS, MODS, NITF, and TEI; preference given to candidates with demonstrated experience in application of multiple DTDs;
- Demonstrated ability to consult users and programmers on query functionality and design specifications; and
- Computer systems architecture coursework preferred.

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply.

If you are interested in position 070240 please visit <http://jobs.ufl.edu> to begin the application process.