POSITION VACANCY ANNOUNCEMENT

POSITION:  Digital Projects Technology Librarian
RANK:  Assistant University Librarian
REPORTS TO:  Assistant Director, Digital Library Center
SALARY:  Minimum salary: $42,000. Actual salary will reflect selected professional's experience and credentials.
REQUISITION #:  0700564
DEADLINE DATE:  12/01/2006

JOB SUMMARY:

Responsible for assessing the technological needs and drafting appropriate specifications for digital projects. Works closely with the project associates including collection managers and curators both on campus and in partnering institutions to analyze project requirements. Defines strategies and methods to achieve functional requirements of digital projects across a wide array of academic disciplines. Facilitates the research and educational uses of digital collections by integrating educational functionalities into project design. Coordinates the work with catalogers, programmers and GIS staff to create procedures applicable to specific projects. Participates in professional organizations and pursues research and publishing in accordance with library wide criteria for tenure and promotion.

RESPONSIBILITIES:

1. Analyzes digital project requirements and defines strategies and methods to achieve functional requirements of particular projects. Reassesses and revitalizes older projects. Creates supporting documentation.
2. Maps out the use of specific controlled vocabulary, metadata and tagging (i.e., AAT terminology; IEEE Learning Objects metadata, Sunshine State Standards for Education, etc.) to facilitate use of objects in research and teaching. Works with counterparts in the College of Education and Office of Academic Technologies to build learning modules.
3. Manages the development of the Digital Library Center’s geo-temporal tagging program. Maintains tables representing “life events” of geo-political entities, particularly in Florida and the Caribbean.
4. Liaisons with the Catalog Department, primarily the Authorities Control Unit and specifically the Metadata Cataloger. Maps life events metadata to MARC authorities.
5. Liaisons with the Geographic Information Systems (GIS) unit in the Government Documents Department and, for the Digital Library of the Caribbean project, with GIS counterparts at Florida International University and with foreign partners.

6. Collaborates with the Systems Department programmers for Digital Library and Digital Library Center applications to build, maintain and develop supporting systems.

7. Serves as a member of the Digital Library Center’s Rights Management Team.

QUALIFICATIONS:

Required:
1. Masters degree in Library or Information Science from an ALA-accredited program, or equivalent in Educational Technologies, or professional experience in complex digital project development.
3. Excellent analytical and organizational skills, with demonstrated ability to perform workflow analyses.
4. Effective verbal and written communication skills.
5. Demonstrated ability to establish and maintain effective working relationships with faculty, students, and colleagues.
6. Demonstrated ability to meet deadlines and work independently.
7. Flexible and forward-thinking approach to challenges and opportunities.
8. Strong potential for meeting the requirements for tenure and promotion, including grant writing and publication.

Preferred:
1. Demonstrated skills in developing educational technologies, online instructional design or similar computer applications.
2. Prior employment with a digital library program or in collection management in an academic archives, library or museum setting.

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

The Digital Library Center was established is responsible for the creation and maintenance of digital collections both born digitally and converted from traditional library and museum materials for their use in teaching and research. The Center’s program management structure invites faculty collaborations both within and beyond the Libraries and University
of Florida. Its current international project is the Digital Library of the Caribbean. The Center also maintains active liaison with the Florida Center for Library Automation's Digital Library Services division and is a major contributor to the PALMM Collections. Please visit the Center’s staff page at http://www.uflib.ufl.edu/digital/ for additional information.

**BENEFITS:**

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

**APPLICATION PROCESS:**

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. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida’s Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Please apply for this position by e-mail. Send, as attachments (MS-Word format preferred), a cover letter describing your interest in and qualification for this position, resume and list of three references. Include address, telephone and email information for references. Please include a 250-word document expressing your opinion on the topic, “Technologies in the service of teaching and research: appropriate and creative approaches.”

Apply by December 1, 2006 (applications will be reviewed as received). All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at brikeit@uflib.ufl.edu