POSITION VACANCY ANNOUNCEMENT

POSITION: Digital Projects Metadata Librarian
RANK: Assistant University Librarian
REPORTS TO: Unit Head, Authorities and Metadata Quality Unit
SALARY: $42,000 minimum
REQUISITION #: 0701146
DEADLINE DATE: January 20, 2007

JOB SUMMARY:
Investigates and implements authority control mechanisms to enhance patron access to the library’s digital collections. Works closely with Unit Head, Digital Library Center, and Systems Department to establish and refine associated cataloging workflows, including addressing authority workflow issues. Creates templates and other tools to support metadata creation for digital objects. Acts as consultant to Digital Library Center for authority questions and serves on committees and task groups as needed. In addition, assists with unit efforts to configure and examine reports supporting the maintenance of headings in the catalog and to investigate authority control outsourcing options. Participates in professional organizations and pursues research and publishing in accordance with library wide criteria for tenure and promotion. Recent graduates are encouraged to apply.

RESPONSIBILITIES:
1. Reviews existing authority and metadata workflows supporting Digital Library Center projects to ensure maximum efficiency and productivity. Establishes a method for task tracking within the Cataloging and Metadata Department. Creates supporting documentation as necessary.
2. Collaborates with Digital Library Center to address headings creation for digital collections with an emphasis on developing automated means of control.
3. Consults with Digital Library Center to craft bibliographic templates used to generate records programmatically. Facilitates national submission process as needed.
4. Acts as resource person for authority control of digital objects assisting other staff when needed, inside and outside the department. Examines state-of-the art trends and recommends local applications.

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5. Assists with the analysis and development of a reporting structure for authorities in Aleph. Utilizes Aleph Services menu to run reports and examine results.
6. Contributes to deliberations regarding the outsourcing of authority control maintenance processes, including possibilities for centralizing aspects at the Florida Center for Library Automation.
7. Keeps abreast of current and emerging metadata standards and practices specifically related to headings management as well as issues and developments in library technical services in general.
8. Contributes to the development of departmental goals, policies, procedures, and priorities by working on various committees and task groups and by drafting suggestions and responses to in-process documents.
9. Participates in appropriate professional organizations on the state, regional, and national levels and disseminates information and ideas gathered.

QUALIFICATIONS:

Required:
1. ALA accredited Master’s degree in Library or Information Science or equivalent combination of degrees and experience.
2. Knowledge of MARC21, AACR2, LCSH, Dublin Core, and emerging descriptive metadata standards.
3. Familiarity with issues and trends in digital resource management and library technical services.
4. Excellent analytical, organizational, and problem solving skills.
5. Ability to work as a team member in a complex academic research library environment.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to meet deadlines and work independently.
8. Flexibility and ability to thrive in a changing academic environment.
9. Strong potential for meeting the requirements for tenure and promotion.

Preferred:
1. Knowledge of authority control structures in library catalogs and other databases.
2. Experience using bibliographical utilities (OCLC, RLIN)
3. Experience using the Aleph integrated library system.
4. Demonstrated application of digitization standards

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.

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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.

**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 reply by e-mail. Send, as attachments (MS-Word format preferred), a cover letter, 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: "Describe the major issues for providing access to digital collections in an academic environment". Apply by January 20, 2007 (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

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