

**UNIVERSITY OF MARYLAND LIBRARIES  
POSITION DESCRIPTION FORM**

**Check one: Faculty**\_\_\_ **Exempt**  **Non-Exempt** \_\_\_ **Other**\_\_\_

**Date Prepared:** 10/4/2011                      **Division:** Technical Services

**Prepared by:** C. Ruschoff/Janice Flug                                      **Department:** Metadata Services

**Reports to:** General Resources Cataloging Unit Head

**Position Title:** Judaica and Hebraica Cataloger (contract)

**DUTIES AND RESPONSIBILITIES:**

1. Plans and oversees the cataloging for Jewish studies information resources. In collaboration with library groups, develops priorities, creates project plans, and identifies appropriate staffing models in support of library service goals.
2. Performs original and complex copy cataloging of materials related to Jewish studies in Hebrew, Yiddish and other languages, in all subjects and formats, according to national standards including AACR2, RDA, LCPSs, LCRIs, LC classification, LCSH and MARC via OCLC and the library's integrated library system.
3. In consultation with library groups, leads the development of policies, best practices, and standards to continuously improve workflows and outcomes. Provides data analysis to support institutional goals and to improve service to end users and library colleagues.
4. May supervise student employees in projects. Responsible for training and quality assurance.
5. Contributes knowledge access expertise to library and University of Maryland campus partner initiatives.

**QUALIFICATIONS (Knowledge, skills, and abilities):**

**EDUCATION:**

**Required:** High School Diploma or equivalent

Proficiency in reading, writing and speaking Hebrew language. Required familiarity with Hebrew romanization system; in-depth knowledge of history, literature and other aspects of Jewish culture, including the rabbinics. Knowledge of Yiddish desirable.

**Preferred:** Bachelor's degree and advanced Jewish studies degree.

## **EXPERIENCE**

**Required** Minimum of three years of relevant experience in libraries with a minimum of two years of copy cataloging and /or database maintenance experience in an academic, research, or special library in one or more of the following areas: monographs cataloging, serials cataloging, or authority control. Knowledge of and proficiency with automated library systems, AACR2, RDA, LCPSs, LCRIs, LC classification, LCSH and MARC 21 formats, and OCLC Connexion. Understanding of technical services operations and emerging cataloging issues and trends.

Must be able to manage a broad variety of tasks in response to shifting priorities and changing constraints. Excellent interpersonal skills: ability to work both independently and collaboratively in a congenial team environment and to interact effectively with a broad variety of staff within and outside of Technical Services; ability to communicate clearly, knowledgeably and personably, orally and in writing, with all persons potentially affected by the scope of the work.