UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty: X Exempt: _____ Non-Exempt: _____ Other: _____

FOR LIBRARY HR USE ONLY—Position Number

Date Prepared: December 15, 2015
Prepared by: Nathan Putnam and Joanne Archer
Reports to: Researcher and Collection Services
Supervisory Librarian

Division: Collection Strategies and Services
Department: Special Collections and University Archives
Position Title: Archival Metadata Librarian

NATURE OF WORK

This position works between Special Collections and University Archives (SCUA) and the Metadata Services Department (MSD) to create, enhance, and transform descriptive information for SCUA’s valuable unique collections. This work is critical to facilitating ways for students, faculty, and researchers around the world to discover the rich and varied material in these collections.

Reporting to SCUA’s Researcher and Collection Services Supervisory Librarian with input from the Head of MSD, the Archival Metadata Librarian supports description activities in SCUA and MSD, and also collaborates closely with personnel in Digital Strategies and Stewardship (DSS). This position directs the day-to-day workflows of processing and cataloging and oversees the work of students, staff, and librarians participating in these activities. The position works actively with staff across MSD and SCUA to describe and make available material utilizing a variety of standards and tools. The successful candidate will manage and direct the processing of archival material in a variety of formats as well as work to identify ways of streamlining and consolidating current workflows and processes. This position also participates in managing metadata creation for in-house and vendor based digitization projects.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties)

Special Collection Descriptive Activities (60%)

• Actively participates in archival processing and the cataloging activities for SCUA materials, and assists in coordination of these activities across collecting areas.
• Participate in the management of metadata creation for in-house and vendor based digitization projects and collaborates with personnel in SCUA, MSD, DSS and other Libraries units in creation and implementation of metadata policy, competencies and standards.
• Manages the workflows of students, staff, and librarians assigned to archival processing and cataloging activities for SCUA materials.
• Reviews workflows and updates or consolidates as needed.

Collaboration and Communication (20%)

• Regularly communicates with staff and managers in both MSD and SCUA
• Collaborates with SCUA and MSD staff to develop or update workflows and to share information regarding the unit’s processing outcomes.
• Attends CSS, SCUA and MSD meetings and participates in departmental and divisional activities and programs.
• Collaborates with units and personnel throughout the Libraries and the University to accomplish primary assignments

Professional Development (15%)
• Actively participates in professional development activities appropriate for this position, including service, scholarship and creative activities as a member of the faculty.
• Regularly shares relevant information with staff in both departments.

Other Duties and Responsibilities (5%)
• Performs other duties as assigned.

PHYSICAL DEMANDS

SUPERVisory RESPONSIBILITIES
Indirect supervision of full-time and part time staff. Direct supervision of students and volunteers.

QUALIFICATIONS (Knowledge, skills, and abilities)
• Knowledge of current trends in both metadata and special collections fields, including digital issues as they relate to special collections; knowledge of approaches and standards for describing a variety of audiovisual, print, and other analog formats.
• Ability to create a program of research and service appropriate for Libraries faculty on the permanent status track.
• Ability to train, supervise, develop, and evaluate staff and students and to organize their work.
• Excellent written and oral communication skills and interpersonal skills.

EDUCATION

Required:
• Master degree in Library or Information Science.

Preferred:
• Second master degree in field relevant (eg. humanities) to SCUA’s collections and services.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

Required:
• One year working in an archival/special collections setting or a cataloging department.
• One year supervisory experience in an archival/special collections setting or a cataloging department.
• Demonstrated experience leading a project in an archival/special collections setting or a cataloging department.

Preferred:
• Familiarity with archival standards such as DACS and EAD.
• Experience with archival content management systems such as ArchivesSpace, Archon, or Archivist’s Toolkit.
• Familiarity with cataloging standards such as RDA, AACR2, DCRM, and MARC.
• Experience with cataloging content management systems such as OCLC Connexion and ALEPH ILS.
• Familiarity with tools and techniques relevant to working with electronic records.
• Prior experience supervising full or part time staff.

Employee’s Signature ___________________________________________ Date __________________

Print Employee’s Name ___________________________________________

Supervisor’s Signature ___________________________________________ Date _______________

*Note: Asterisk indicates these are essential job functions.

Rev 06/08/12