UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Mark as appropriate:
Faculty_____ Exempt _X_ Non-Exempt ____ Other___
Regular__X__ Contingent 1 (C1)____ Contingent 2 (C2)____

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Date Prepared: August 9, 2013
Division: Digital Systems & Stewardship
Prepared by: Babak Hamidzadeh
Department:
Reports to: Associate Dean for Digital Systems & Stewardship
Position Title: Digital Systems and Stewardship Project Manager

NATURE OF WORK: The UMD Libraries' Digital Systems and Stewardship (DSS) Division provides services and technologies for managing digital content in all phases of its lifecycle. Reporting to the Associate Dean of Digital Systems and Stewardship, the Project Manager will manage projects for which the Division plays a primary role. Working with department managers in DSS, the Project Manager coordinates stakeholders throughout the UMD Libraries to conceptualize, manage, implement, and prioritize projects. This includes participating in day-to-day project-based tasks, providing oversight of project milestones vis à vis individual workloads, providing clear and efficient communication to staff regarding their assigned tasks and deadlines, and providing clear and timely documentation (verbal and written) on project progress. The project manager functions as an important translator and liaison between the DSS staff and the rest of the UMD Libraries and external stakeholders.

DUTIES AND RESPONSIBILITIES:

- Manage DSS projects throughout their lifecycle; create and maintain project proposals, charters, timelines, and plans; manage project scope, risks, and escalations. (55%)
  - Develop well-defined project materials including statements of project scope, goals and deliverables with stakeholders.
  - Translate project visions into requirements documents for design and implementation.
  - Develop and implement project plans.
  - Schedule and monitor project timelines and milestones using appropriate project management tools.

- Coordinate financial and personnel resources. (20%)
  - Determine and assess needs for additional staff or resources, and make appropriate acquisitions.
  - Coordinate and assign work to project team members as needed to meet project deadlines and milestones.
• Manage communication between stakeholders in and outside the UMD Libraries. (25%)
  o Communicate challenges and successes related to day-to-day operations to Associate Dean of Digital Systems and Stewardship.
  o Provide regular written reports to project stakeholders.
  o Hold regularly-scheduled meetings with individuals and project teams to assess ongoing work.
  o Define project success criteria and disseminate project results and outcomes to academic and public audiences; write public releases.
  o Participate in library and campus committees and teams as appropriate.
• Other duties as assigned.

PHYSICAL DEMANDS: None

SUPERVISORY RESPONSIBILITIES: Coordinates staff, students and volunteers as necessary

EDUCATION:

Required: Bachelor’s (B.A./B.S.) degree
Preferred: PMP or other project management certification
Degree in library/information science
Degree in information technology

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

Required
• Bachelor’s degree and at least five years of experience in project management including multi-year, multi-person projects.
• Demonstrated initiative and ability to manage several complex tasks or projects simultaneously, and meet deadlines.
• Demonstrated experience working collaboratively across an organization, and to set and manage priorities.
• Experience and knowledge of project management principles and techniques, including use of project management tools (for example, Microsoft Project, Sharepoint, Basecamp, JIRA, etc.).
• Excellent organizational, analytical, time management and communication (oral and written) skills.
• Demonstrated ability to motivate and manage one’s colleagues and project stakeholders in a team-driven design and development process.
• Ability to learn new information quickly and keep up with rapidly changing technologies.
• Ability to address performance and personnel issues.

Preferred
• Experience managing projects involving different units of an organization or involving multiple organizations.
• Experience managing multi-year projects.
• Experience managing multi-disciplinary projects involving members with diverse skill sets.
• Supervisory experience.
• Experience conducting virtual meetings using tools such as Adobe Connect, Skype, etc.
• Relevant experience in an academic research university setting.
• Knowledge of software development methodologies and their practical application.
• Knowledge of enterprise-level library systems (for example, Aleph, SFX, Kuali, Ares, etc.).
• Knowledge of the lifecycle management of digital material; an understanding of issues related to
digital formats, media, and migration
• Knowledge of digital libraries or digital repository (for example, Fedora, DSpace, etc.)
• Understanding of metadata standards in a digital library environment.