The University of Miami Libraries seeks applications for an innovative and collaborative professional for the position of Metadata Management Librarian. Reporting to the Head of Metadata & Discovery Services, the Metadata Management Librarian will focus on the creation, maintenance, and enhancement of metadata across multiple discovery platforms and library systems. This position will provide resource discovery expertise across a variety of formats, ensure the quality of metadata in the resource discovery tools, develop new approaches to metadata processes, and consult with various stakeholders. The incumbent hires, trains, and supervises students and staff members related to metadata maintenance activities and/or special projects. This position serves as an integrated library system administrator, focusing mostly on technical services-related management and issues.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following:

**Original Cataloging and Metadata Management Activities (50%)**
- Identifies, develops, and manages special cataloging and metadata projects such as post-system migrations clean up projects, collection relocation projects, gift projects, and collection weeding projects
- Oversees batch loading and local global editing of bibliographic records.
- Participates and plans metadata analysis and integration across discovery tools and platforms
- Explores new tools and techniques to leverage metadata for new library purposes and discovery platforms
  - Resolves problems to ensure bibliographic, holdings, and authority records meet local and national standards
  - Collaborates and consults with various stakeholders to promote the discovery of library resources
  - Contributes to the department's original cataloging activities in a variety of formats and languages

**ILS Administration (25%)**
- Serves as an Alma certified administrator focused on cataloging, resource management, and acquisitions-related issues
- Works closely with our Primo Technical Administrator and Primo Team
- Fulfills general Alma administration duties as needed like changing user roles, setting up new user roles, managing and responding to relevant service tickets with Ex Libris and the Libraries ticketing service system requests

**Supervision & Training (15%)**
- Supervises and trains students and staff member(s) working on metadata quality control projects, copy cataloging, and database maintenance activities
- Reviews and evaluates staff and student work

**Professional Service and Engagement (10%)**
- Serves on/participates in University and Library committees, task forces, and teams as appropriate
- Networks, collaborates and actively participates in local, regional, national, or international organizations regarding issues in librarianship, cataloging, and metadata creation
• Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations, as appropriate

QUALIFICATIONS

Required:
 Master’s degree from an ALA accredited library science program or ALA approved foreign equivalent
 Working knowledge of variety of resource description standards, formats, and schemes including but not limited to: RDA, Dublin Core, XML, MARC bibliographic and authority formats
 Minimum of three years of MARC cataloging experience
 Effective oral, written, and interpersonal communication skills
 Experience working with library management systems, discovery tools, and OCLC Connexion.
 Experience with managing projects, meeting deadlines and communicating to various stakeholders within academic library environment
 Ability to work independently, collaboratively, and in teams within the Library and University.
 Excellent analytical, time management, and problem-solving skills
 Aptitude for technology; willingness to learn new systems and software, like Ex Libris’ Alma

Preferred:
 Experience performing administrative functions with an Integrated Library System within a library setting (preferably Ex Libris’ Alma)
 Prior supervisory experience

THE UNIVERSITY: The University of Miami is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution comprising eleven degree granting schools and colleges. The University is located in Miami, Florida, with three locations throughout the subtropical region: Coral Gables (a 260-acre campus serving as home to nine of the University’s eleven degree granting schools and colleges); downtown Miami (Miller School of Medicine and UHealth); and Virginia Key (Rosenstiel School of Marine and Atmospheric Science). The University is considered among the top tier institutions of higher education in the U.S. for its academic excellence, superior medical care, and cutting-edge research. The University is committed to attracting a talented workforce to support our common purpose of transforming lives through teaching, research, and service. Through commitment to the values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity and Teamwork (DIRECCT), the University strives to create an environment where everyone contributes in making UM a great place to work. By 2025, the University’s goal is to reach its greatest aspirations through realizing four defining visions with eight major initiatives. For more information, please visit the University of Miami’s “Roadmap to Our New Century” at http://president.miami.edu/roadmap/about/index.html.

THE LIBRARY: The University of Miami Libraries (www.library.miami.edu) rank among the top 50 research libraries in North America with a collection of 3.6 million volumes including 771,000 ebooks, and 92,958 current serials titles including 90,550 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami Libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Rosenstiel Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The University of Miami Libraries provide support and services for approximately 10,370 undergraduates, 5,259 graduate students, and 13,058 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 68 professional (including librarian faculty), 80 support staff and 58 FTE student staff. UML is a member of and contributor to the Association of Research Libraries,

THE DEPARTMENT: The Metadata & Discovery Services department improves the discovery of and access to the library resources across multiple library platforms, including the Libraries catalog and digital collections. This resource description and discovery work serves to describe all physical and electronic resources acquired and retained by the library through up-to-date cataloging and metadata practices. Librarians and staff members engage external and internal users about metadata standards, production, transformation, and consulting services. This department has nine non-exempt staff members, one exempt administrative professional, and five Librarian Faculty members. We are positioned within the Libraries’ Information Management & Systems Division (Access Services, Metadata & Discovery Services, Systems, Web & Application Development) and are located on the third floor of the Richter Library. The department recently helped the Libraries to migrate to Ex Libris’ Alma and Primo for its discovery systems, which is a shared discovery catalog for all libraries including Medical and Law libraries.

SALARY AND BENEFITS: Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Assistant or Associate Professor rank. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income taxes. Moving allowance is available. More information on benefits can be found at: www.miami.edu/benefits.

APPLICATIONS AND NOMINATIONS: Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted. On-line applications should be submitted here and must include a letter of interest, curriculum vitae and the names of three references.

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.