CATALOGING & METADATA LIBRARIAN (DATABASE MANAGEMENT SPECIALIST)

The University of Miami Libraries seeks applications for an innovative and collaborative professional for the position of Cataloging & Metadata Librarian (Database Management Specialist). Reporting to the Head of Metadata & Discovery Services, this position 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 and cataloging records in the resource discovery tools, develop new approaches to metadata processes, and consult with various stakeholders. The incumbent trains and supervises students and staff members related to cataloging and metadata maintenance activities and/or special projects. This position serves as a key resource in understanding and troubleshooting issues in the ILS focused on cataloging, resource management, and acquisitions-related issues.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

Database Maintenance and Special Project Activities (40%)
- 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
- Oversees the job reports and maintenance of authorities in the integrated library system
- Participates and plans metadata analysis and integration across discovery tools and platforms
- Explores new tools and techniques to leverage metadata for new 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
- Works closely with the Systems staff and the Primo Technical Administrator on issues impacting discoverability and management of library resources

Original Cataloging (35%)
- Contributes to the department’s original cataloging activities in a variety of formats and languages
- Creates and modifies authority records for personal names as a NACO contributor

Supervision & Training (15%)
- Supervises and trains students and staff member(s) working on cataloging and 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 two years of copy and/or original cataloging experience (paraprofessional experience acceptable) using an ILS and OCLC Connexion
- Effective oral, written, and interpersonal communication skills
- Demonstrate a strong service-orientation, forward thinking and flexible
- Experience with managing projects, meeting deadlines and communicating to various stakeholders
- Ability to work independently, collaboratively, and in teams within the Library and University
- Aptitude for technology; willingness to learn new systems, software, and data manipulation tools

Preferred:
- Experience performing administrative functions with an integrated library system within a library setting
- Prior supervisory experience
- Experience creating name authority records

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 3.75 million volumes including 910,300 e-books, and 104,330 current serials subscriptions including 102,726 electronic journals. UML comprises six libraries across the University’s three campuses. UML locations on the Coral Gables campus include: the Otto G. Richter Library (the central, interdisciplinary library); the Paul Buisson Architecture Library; the Judi Prokop Newman Business Information Resource Center; and the Marta and Austin Weeks Music Library. The downtown Miami campus hosts the Louis Calder Memorial Library. The Virginia Key campus hosts the Rosenstiel Marine and Atmospheric Science Library. Libraries at the School of Law and the Department of Ophthalmology in the Medical School are administered independently. The University of Miami Libraries provide support and services for 10,917 undergraduates, 5,501 graduate students, and 14,025 full and part time faculty and staff. UML employs 79 professionals (including 51 librarian faculty), 83 support staff and 42 FTE student employees. UML is a member of and contributor to the Association of Research Libraries, Association of Southeast Research Libraries, Association of Academic Health Science Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, Center for Research Libraries, International Association of University 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 Systems & Access 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](http://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](http://www.miami.edu/benefits) 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.