Head of Metadata Strategies
University of Rochester
Rochester, New York, United States

Salary: Not stated

Status: Full-time

Posted: 07/24/17

Deadline: 09/08/17

Position:
Head of Metadata Strategies

Position Description:
The Head of Metadata Strategies provides leadership, vision, and strategic direction for metadata strategies across River Campus Libraries (RCL). S/he leads the work of the Metadata Services Department in providing metadata services to meet a range of emerging research and discovery needs while continuing to support MARC-based descriptive cataloging. Working within a collaborative and service-oriented environment, s/he develops and implements metadata strategies, policies and procedures appropriate to RCL’s evolving digital and physical environments and investigates trends and initiatives related to metadata. To develop and implement effective procedures in a variety of online environments, the Head of Metadata Strategies collaborates with colleagues across RCL departments, including Acquisitions, Rare Books, Special Collections and Preservation, Information Discovery Services, Patron Services, and the Digital Scholarship Lab. S/he works closely with the Head of Collection Strategies to ensure that RCL’s metadata strategies support current and future modes of scholarly communication (including open access) and with the Data and Research Impact Librarian to support data curation/management activities and to support showcasing of the university’s research output.

The successful candidate will have a clear vision for the future of metadata, resource discovery and access and will work to achieve that vision in a fluid technological environment that includes RCL’s current integrated library system, a forthcoming library services platform, and a variety of digital platforms. S/he will show an interest in the development and direction of River
Campus Libraries, its patrons and staff, and will serve as an active member of the RCL Leadership Team.

The Head of Metadata Strategies reports directly to the Associate Dean for Scholarly Resource Management.

**Position Responsibilities:**

**Leadership: 40%**: Provides leadership, vision, and strategic direction for metadata strategies across River Campus Libraries.

- Leads the work of the Metadata Services Department, which includes two librarians and three staff members.
- Plans and oversees ongoing and one-time projects that include metadata creation for online and print resources and for digital projects.
- Provides direction on other projects that have a metadata component, such as those associated with digital scholarship, open access, and institutional research impact.
- Develops and maintains metadata-related policies and procedures for River Campus Libraries.
- Develops and implements effective metadata methodologies and workflows.
- Provides expertise in cataloging and metadata policies, procedures, and best practices.
- Investigates developments in the field, with the view of implementing them at RCL.
- Mentors, coaches, develops, and directs departmental staff.

**Collaboration: 35%** Works collaboratively with others within RCL, across the University, and within the broader higher education community, to advance strategic priorities.

- Collaborates with colleagues across River Campus Libraries to review and redesign collections-related processes and workflows before, during, and after anticipated system migration to a new library services platform.
- Collaborates with other RCL departments on projects, providing expertise on metadata issues.
- Fosters a collegial and collaborative environment.

**Metadata Creation: 15%** Following accepted national standards and local guidelines, creates or derives metadata as needed for print and digital resources, using MARC and non-MARC schemas.

- Performs original or complex MARC-based cataloging (e.g. for rush or non-print resources) as needed to ensure timely access for library patrons.
- Provides non-MARC-based metadata as needed for the Institutional Repository and other digital platforms as appropriate.
Miscellaneous: 10%: Maintains currency with general library functions, resources, practices and procedures.

- Participates in and contributes towards RCL and University committees, meetings, and events.
- Maintains professional collaborations with RCL colleagues and other campus constituencies.
- Contributes to the profession through active participation in conferences, associations, research, writing, etc.
- Performs other duties as assigned.

Minimum Qualifications:

- Master’s degree from an ALA-accredited institution in library or information science.
- Minimum of two years of professional experience in an academic library environment
- Demonstrated knowledge of current and emerging issues, trends, workflows, and best practices in cataloging and metadata
- Demonstrated descriptive metadata expertise including MARC/RDA and one or more non-MARC metadata formats
- Outstanding written and oral communication and interpersonal skills
- Demonstrated organizational skills in a broad range of situations
- Demonstrated leadership experience
- Strong commitment to building and nurturing positive relationships in a service-oriented environment with a proven ability to work in a collaborative environment
- Commitment to professional development and service
- Ability to develop strategy and lead change across an organization
- Strong commitment to diversity

Desired Qualifications:

- 3-5 years of professional experience demonstrating increasing responsibility in an academic library environment
- Familiarity with linked data, ontologies, and taxonomies
- An additional advanced professional or academic degree
- Experience working in a research library

Closing Date: 09/08/17

Special Instructions to Applicants:
TO BE CONSIDERED FOR THIS POSITION APPLICANTS MUST APPLY ONLINE AT: http://www.rochester.edu/working/hr/jobs/
Reference ID: 202879
Applications will be accepted immediately and until 9/8/17. Please send a letter of application, resume, and the names, address and phone numbers of three references to:
Kelley Kitrinos, Human Resources Manager
Rush Rhees Library, Box 270055
University of Rochester
Rochester, NY  14627
E-mail address: RCLHR@library.rochester.edu
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