CATALOGING AND METADATA MANAGEMENT LIBRARIAN

The University of Miami Libraries seeks applications from candidates at all levels and experience for an innovative and collaborative professional for the position of Cataloging and Metadata Management Librarian. 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 ensuring the quality of metadata and cataloging records in the resource discovery tools, develop new approaches to metadata processes, and consult with various stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

Database Maintenance Activities (30%)
- Directs batch loading activities and global editing of local bibliographic records.
- Oversees the maintenance of authorities across various library systems
- Explores new tools and techniques to leverage metadata for new discovery platforms.
- Helps to position library metadata for future linked open data projects.
  - Collaborates and consults with various stakeholders to promote the discoverability of library resources.
  - Helps oversee the collection and dissemination of cataloging and collection management statistics.
  - Resolves complex catalog problems referred by staff.

Workflow Integrations and Special Projects (30%)
- Identifies, develops, and manages special cataloging and metadata projects.
- Documents local practices, workflows, and policies.
- Serves as an Alma certified administrator focused on cataloging, acquisitions, and resources management-related issues.
- Trains librarians, staff, and students working on cataloging and metadata quality control projects, copy cataloging, and database maintenance activities.

Original Cataloging (30%)
- Contributes to the department’s original and complex copy cataloging activities in a variety of formats and languages.
- Creates and modifies authority records under NACO guidelines; May serve as NACO liaison to Program for Cooperative Cataloging.

Professional Service and Engagement (10%)
- Serves on/participates in Libraries and University 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.
- Experience and demonstrated proficiency in resource description and authority control using international standards and formats including but not limited to: RDA, Dublin Core, MARC bibliographic and authority formats.
- Experience and demonstrated proficiency with OCLC Connexion and an ILS/LSP.
- Working knowledge of metadata processing and transformation tools (like MarcEdit and OpenRefine).
- Ability to plan projects, take initiative, meet deadlines, and create documentation.
- Effective oral, written, and interpersonal communication skills.
- Demonstrate a strong service orientation, forward thinking and flexible.
- Ability to work independently, collaboratively, and in teams within the Library and University.
- Aptitude for technology; willingness to learn new systems and software to solve problems.
- Ability to cultivate an environment of diversity and inclusion.

Preferred:
- Experience with Ex Libris’ Alma library services platform.
- Prior training experience.
- Reading knowledge of foreign language(s).

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.

THE LIBRARY: The University of Miami Libraries (UML) rank among the top 50 research libraries in North America with a collection of nearly 4 million volumes and more than 100,000 current serial subscriptions. 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 11,117 undergraduates, 6,214 graduate students, and 16,174 full and part time faculty and staff. UML employs 85 professionals (including 64 librarian faculty), 97 support staff and 56 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, Library Publishing Coalition, Digital Library Federation, HathiTrust, Academic Preservation Trust, Consortium of Southern Biomedical Libraries, Florida Collaboration of Academic Libraries of Medicine and
Southeast Florida Library and Information Network. UML licenses electronic resources through the Northeast Research Libraries and Lyrasis consortia. UML is a member of the Rosemont Shared Print Alliance, Scholars Trust and Florida Academic Repository (FLARE).

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. However, the largest focus of the department’s work is describing the growing distinctive collections from our Special Collections (Kislak Center), Cuban Heritage Collection, and University Archives. Librarians and staff members engage external and internal users about metadata standards, production, transformation, and consulting services. This department has eight non-exempt staff members, one exempt administrative professional, and five Librarian Faculty members. We are positioned within the Libraries’ Information Systems, Access & Facilities Division (Access Services, Facilities, Inter-Library Loan & Course Reserves, Metadata & Discovery Services, and Library Technology) and are located on the third floor of the Richter Library.

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 will continue until the position is filled. 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.