Digital Preservation Program Manager

Department: Library Technology and Digital Strategies, Emory Libraries
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Position Summary

Reporting to the Assistant Director for Digital Product Strategy, the Digital Preservation Program Manager will establish policies, procedures, and best practices for the long-term access, protection, and retention of Emory’s digital content.

The Digital Preservation Program Manager will play a lead role to establish a cohesive, effective, and achievable digital preservation program, ensuring the long-term viability of the university’s digital assets regardless of format. The position will be responsible for the design, implementation, and management of policies, procedures, software, and workflows. This position will collaborate with various stakeholder groups, including those within Emory Libraries, to identify standards, best practices, and quality control processes for the long-term protection and access to digital materials of all types, both created and acquired by Emory Libraries.

In support of the larger Digital Library Program initiative, the Digital Preservation Program Manager will play a key role in advising the Emory community on digital content lifecycle issues, strategies for digital content preservation, and other initiatives related to storing and preserving digital content. This will include working closely with the Digital Repository Program Manager and the Lead Software Engineer to develop software and services to support the preparation, ingest and migration of content into Emory’s preservation repository. The Digital Preservation Program Manager will be expected to prepare proposals for external funding for digital preservation projects, develop recommendations for services that support the digital preservation program, and work within an agile team framework to inform development of software for the ingest of content into Emory’s digital preservation repository. Other expectations include staying current on developing technologies, standards, and practices in digital preservation, and monitoring the overall preservation health of the repository. Additionally, this individual will be asked to represent the Emory Libraries by participating in consortial efforts like the Academic Preservation Trust (APTrust). The position may also coordinate and/or direct the work of staff, students, or consultants engaged in projects/initiatives related to the program.
Essential Responsibilities & Duties

A. Program Management

1. Collaborates with stakeholders of Emory University and Emory Libraries to establish common practices and workflows related to the preparation of digital content for Emory’s preservation repository.
2. Oversees the creation of procedures that ensure adherence to Emory’s digital preservation policies.
3. Represents the Digital Preservation Program on the Digital Collection Development Committee and/or other task forces and committees related to the Program.
4. Collaborates with Library Technology and Digital Strategies Leadership Team and the Digital Repository Program Manager to develop partnerships with other campus units interested in preserving their unique assets in Emory’s preservation repository.
5. General Program Management functions:
   i. Coordinates multiple products, projects and/or initiatives focused on the development and operations of a comprehensive library IT service offering.
   ii. Works closely with Emory’s Project Management Office, including Project Managers and Business Analysts from that office, to track outcomes and facilitate communications with stakeholder groups for projects and initiatives.
   iii. Develops/maintains product and program roadmaps, in consultation with LTDS Leadership, the libraries’ leadership and wider library community (i.e. open source communities and vendor communities).
   iv. Serves as subject matter expert for a library IT program’s product and/or serves as product manager for specific products as needed.
   v. Participates in and/or leads committees, task forces, and advisory groups related to the program.
   vi. Represents the program to internal and external customers and partners in coordination with LTDS leadership.
   vii. Identifies needs for and contributes to policy development to support program operations.
   viii. Partners with LTDS Leadership to maintain program’s strategic alignment with overall technology portfolio, the Division’s strategic goals, and the libraries’ overall roadmap.

B. Product Management

1. Serve as the product manager for the DAMS, Emory’s staging area for digital content destined for Emory’s preservation repository. This may include developing service metrics, articulating business and technical requirements, defining service agreements, and developing documentation as needed.
2. Collaborate with the Digital Repository Program Manager and Lead Software Engineer to develop digital preservation feature sets related to Emory’s preservation repository. This may include developing service metrics, articulating business and technical requirements, defining service agreements, participating in product planning and development sprints, and partnering with service owners and content owners for workflow design.
3. Oversee the provision of storage for Emory’s preservation repository and the DAMS and tracking its use including storage from third-party partnerships like APTrust.
C. Product Development

1. Works with the Library Technology team on the above-named products to assess technical feasibility and determine resourcing needs for software development projects related to the preservation of Emory’s digital content.
2. Participates in product development sprints on the above-named products as needed to articulate requirements and prioritize features, establish acceptance criteria, and coordinate testing with user bases.
3. Supports relevant library technology governance activities as needed to approve business cases.
4. Partners with the libraries’ service owners and content owners as well as the university community in workflow/business process design related to the above-named products.
5. Works with other product and program managers in LTDS to develop processes and best practices to enhance overall library IT service delivery.

D. Other Library Technology & Digital Strategies Division Projects

1. Assists with LTDS Division’s communication and reporting initiatives, such as InfoForums and annual reports.
2. Contributes to general Division strategic planning in relevant areas.
3. Participates in general Division training regarding IT best practices.
4. Assists with other departmental projects as assigned.

Professional Responsibilities

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank.
- Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Three to five years’ experience specializing in any combination of the following: repository management, digital reformatting for preservation and access, digital collection development, or digital preservation and access.
- Experience with digital preservation and digital repository standards (e.g. OAIS, ISO 16363, METS, PCDM, MODS, XML, RDF, CSV)
- Expertise with digital preservation packaging schemes and versioning conventions (e.g. Bags, OCFL, etc.)
Experience with digital asset management systems, filesystems, object stores, and storage technologies.

Demonstrated ability to engage in systems thinking in the management and support of applications.

Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.

Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.

Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.

Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.

Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- Experience with modeling or developing preservation workflows.
- Familiarity with Samvera digital repository framework and its components (e.g. Hyrax, Fedora, SOLR, etc.)
- Familiarity with a wide range of digital file formats, digitization, and digital reformatting practices
- Project management expertise (e.g. SCRUM, Agile, PMP, etc.)
- Experience working in alignment within established policies, procedures, and governance models.
- Demonstrated ability to establish or refine operational workflows across multiple business units

**Application Procedures**

Interested candidates should review the applications requirements and apply online at [https://faculty-emory.icims.com/jobs/34298/job](https://faculty-emory.icims.com/jobs/34298/job)

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Candidates applying by April 30, 2019 will receive priority consideration.** Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.
General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,916 undergraduates and 7,326 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately 33,026 and an annual operating budget of $5.6 billion. Emory University received $734 million in research funding in fiscal year 2018.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory’s collections include more than 4.8 million volumes, 300,000 plus electronic journals, 1.2 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 80,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 390 with an overall library budget of approximately $48 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the
Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– February 2019

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status.