Head of Resource Description

**Department:** Resource Management, Emory Libraries  
**Salary:** Commensurate with qualifications and experience  
**Position Availability:** Immediately

**Position Summary**

Reporting to the Assistant Director, Resource Management in the Access & Resource Services Division (ARS), the Head of Resource Description manages the Resource Description Team in the Emory Libraries. The Librarian has leadership, management, policy, planning and advocacy responsibilities for database management and authority control activities that support the library’s and university’s educational and research mission. As a member of ARS division, the Librarian contributes to strategic and annual planning for unit initiatives; oversees services, policies, and programs for database management and authorities; and management of staff. The Librarian is a subject matter expert and serves as a liaison and resource to other units in the libraries, LITS, and campus on metadata and cataloging issues. This position collaborates with librarians and staff throughout Emory Libraries to establish and document relevant policies and procedures based on users’ needs in times of changing standards and access to ensure efficient workflows supporting discovery of the library’s print and digital content in ALMA. The Librarian is responsible for collecting data to inform decision making and assessment. The Librarian actively participate in collaborative programs and services within the library field at the local, state, regional, national and international level in advancement of library services, collections, and programs.

**Essential Responsibilities & Duties**

A. Database Analysis and Solutions

1. Manage database record workflows for print and electronic monographs, series, standing orders, media, and special materials.
2. Manage authority control service contract, invoices, and payment with oversight of in-house work on error reports. Monitor all authority control workflow and ensure that outsourced authority control specifications are being met by the vendor.
3. Plans, implements, and monitors multiple external contracts with vendors who provide cataloging data or bibliographic utilities services (incl. outsourcing of specialized materials and languages, shelf-ready processing by vendors, creation of specialized loaders as necessary). Monitors production by contractors so as to inform budget and procurement processes.
4. Manage tasks associated with vendor services, including in-house preparation, inventories, shipping, invoicing and budgeting.
5. Manage the batch processing, analysis, and editing of records for print and electronic resources.
6. Serve as the subject matter expert on managing database (Ex Libris’ Alma) quality issues and risks. Direct bibliographic maintenance activities to ensure database quality and accuracy.
7. Support metadata development and contribute to content digitization workflow by providing expertise in descriptive and subject cataloging.
8. Seek out and provide leadership and learning opportunities for staff to adapt to evolving database record processes suitable to the deployment of innovative features offered by next-generation library systems.
9. Manage database quality management and develop policies and procedures to promote on-going review of records.
10. Manage cataloging, processing, and maintenance of government documents collection in paper, CD-ROM, microforms and electronic formats.
11. Develop database record policies and create useful documentation for Emory Libraries.
12. Manage metrics for output and productivity to reflect all services provided by this unit and contribute to library assessment activities.

B. Original and Advanced Record Creation

1. Manage staff responsible for original and advanced record creation.
2. Support MARC metadata development and contribute to content digitization workflow by providing expertise in descriptive and subject cataloging.

C. Leadership and Managerial Responsibilities

1. Manages the Resource Description Team, with programmatic responsibility for functional areas and direct supervision of 9 paraprofessional staff.
2. Provides strategic and innovative leadership of database services by proposing, implementing and monitoring contractual vendor services that expedite processing and offer rapid delivery of information resources accurately indexed and described in the Libraries' discovery systems.
3. Lead change in the transition from MARC 21 to the emerging linked data model for resource access and description by implementing and integrating metadata practices and developing staff expertise in areas that provide new modes of discovery and access to digitized content along with traditional content formats.
4. Develop and maintain expertise on the most recent developments in web-based technologies, such as Linked Open Data, social engagement techniques, and cloud-based metadata services. Lead crowdsourcing initiatives for resource description, as appropriate.
5. Works with direct reports to coordinate recruitment, hiring, orientation, training, supervision, and evaluation of staff and student employees. Coaches, mentors, and counsels both direct and indirect reports in order to develop staff in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well specialized skills. Works with LITS Human Resources staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.
6. Responsible for developing and maintaining up-to-date librarian position responsibilities statements and library staff job descriptions for staff within team. Reviews requests for new positions and reclassifications and submits to Assistant Director, Resource Management for consideration. Works with HR staff to facilitate reclassifications.
7. Conducts annual performance evaluations for direct reports and oversees annual process within the team/unit ensuring that annual evaluations are conducted in a timely manner and submitted on time in accordance with campus and library policy.
8. Establishes and maintains communication with team/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

D. Professional Responsibilities

1. 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.
2. 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.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
4. Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank
5. 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).
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.
- 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.
- Professional understanding and knowledge of cataloging procedures and principles, including but not limited to: LC BIBFRAME, RDA, AACR2, LC/PCC PS, LCRIs, LC classification, LCSH, MARC21 bibliographic and authority formats.
- 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**

- Knowledge of metadata schema, tools, and applications providing descriptive elements to digital content repositories
- Experience with Ex Libris ALMA and MARS Authority Control service
- Experience in supervising and managing librarians and staff including coaching, motivating, and mentoring.
- Experience providing and managing library services with evidence of progressively increasing scope of responsibility in a large academic or research institution library and evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
- Evidence of competence in strategic planning and in introducing and managing change in complex environments along with budget planning and administration, human resources management, and facilities and space planning and management in complex organizations.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at [https://faculty.emory.icims.com/jobs/36376/job](https://faculty.emory.icims.com/jobs/36376/job), Requisition/Job Posting #36376

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 May 27, 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/](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.