POSITION VACANCY ANNOUNCEMENT

POSITION: Metadata Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Digital Production Services

SALARY: Actual salary will reflect selected professional’s experience and credentials
Minimum Salary at the Assistant Librarian rank is $48,492
Minimum Salary at the Associate Librarian rank is $56,098

REQUISITION #: 502568

DEADLINE DATE: July 17, 2017. Review of applications will begin June 15, 2017

NOTE: Office located off campus

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY
The University of Florida, George A. Smathers Libraries seek a Metadata Librarian for a 12-month tenure track Library faculty position in the Digital Production Services Department. The Department is a user focused, data enhancing, hands-on, collegial team that strives for efficiencies and streamlined procedures to maximize findability.

The Metadata Librarian creates and revises descriptive, administrative, and technical metadata to facilitate access, discovery, and support of digitized collections. The Metadata Librarian works closely with the Cataloging Services Department and various stakeholders across multiple units; plays a key role in large-scale projects, such as testing machine assisted indexing as a means of retrospectively enhancing metadata in the University of Florida Digital Collections (UFDC); and collaborates on ontology and metadata schema development as well as on metadata and information organization needs. The Metadata Librarian contributes to local policy and procedure decisions, develops and assesses workflows, and seeks creative approaches for managing metadata.
The Metadata Librarian pursues professional development opportunities and engages in research, publication, and professional association activities to meet library-wide criteria for tenure and promotion. The Libraries encourage broad participation in reaching management decisions and consequently the Metadata Librarian serves on various committees and teams.

**RESPONSIBILITIES**

- Manipulates, transforms, and creates metadata in UFDC and in the Libraries’ Integrated Library System (ILS). Responsible for clean-up projects, utilizing batch loading and editing tools in pursuit of workflow efficiencies, to improve access, actionability, and processing of library resources.
- Participates in planning and executing data migrations between information systems.
- Applies expertise in manipulation and transformation of metadata to assist with designing and updating workflows.
- Designs and implements metadata, crosswalks, standards/policies, workflows, and tools to support access to collections of digitized and born-digital materials in multiple digital collection management systems and to support long-term preservation of those materials deposited into the UFDC.
- Serves as a resource for colleagues in all campus libraries, advising on appropriate strategies as well as assisting with creating and repairing metadata.
- Develops and delivers training on non-MARC metadata skills to broaden the pool of Library employees who can contribute to digital collection metadata work.
- Maintains awareness of developments and best practices in non-MARC metadata for institutional repositories and digital collections, as well as bibliographic description (i.e. BIBFRAME, linked data), and is involved in strategic planning to prepare the Smathers Libraries for advancing in these areas.
- Strengthens and creates avenues for collaboration across the Libraries to improve access to collections through various metadata systems and ontologies.
- Serves as a representative on various library committees, particularly for providing expertise in the area of metadata and authority control, and serving on other committees and groups as appropriate.
- Follows and participates in local, regional, and national discussions on metadata workflows, batch processes, and integrated processes across standards and types.
- Directs the work of project teams.
- Includes and supports individuals of diverse backgrounds, experiences, races, ethnicities, genders, gender identities, and perspectives in work activities, to support all students and faculty and foster excellence in a diverse and global society.
- Performs scholarly research and provides service at institutional and professional levels as related to assignment and in accordance with the Libraries’ tenure and promotion criteria (see: [http://web.uflib.ufl.edu/pers/cdh/](http://web.uflib.ufl.edu/pers/cdh/))

**QUALIFICATIONS**

*Required:*

- ALA-accredited master's degree in library science or other relevant advanced degree.
- Eight years of relevant, post graduate degree, professional experience for appointment at the Associate University Librarian rank.
- Demonstrated experience using various metadata schemas, vocabularies, and content standards (such as DC, EAD, AACR2, RDA, LCSH, PREMIS, MODS, METS) and various encoding/transmission formats (such as RDF, XML, MARC, JSON)
- Excellent interpersonal skills.
- Demonstrated experience with any of the following tools (or others like them) to create, extract, transform, analyze, and/or quality control metadata: XSLT, Microsoft Excel, MarcEdit, OpenRefine, scripting languages, regular expressions, SQL.
- Demonstrated experience in successful project management.
- Familiarity with the linked data environment, including emerging library applications (e.g., BIBFRAME) and name identifier systems (e.g., ORCID, ISNI).
- Evidence of positive and productive collaborations working with diverse audiences, constituencies, and colleagues.
- Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic environment.
- Superior verbal and written communication skills with the ability to explain complex issues in concise terms to a broad range of constituents.
- Ability to work both independently and collaboratively with faculty, students, administrators, and the general public.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service and other work.
- Strong potential for meeting the requirements of tenure and promotion outlined at http://library.ufl.edu/cdh.

**Preferred:**
- Two years of relevant, post graduate degree, professional experience for appointment at the Assistant University Librarian rank.
- Experience building ontologies and knowledge of standards and languages for ontology-building in a Linked Data environment (such as RDFS, OWL, and SKOS).
- Experience with metadata creation in an academic or research library.
- Knowledge of the principles of information organization as required in building and applying ontologies (including taxonomies, classification schemes, thesauri, and metadata element sets).
- Supervisory experience.
- Demonstrated ability to improve workflows or data maintenance tasks using automated processes.
- Reading fluency in French or Spanish.
- Metadata experience with special collections material.
- Experience contributing bibliographic and authority records using national Program for Cooperative Cataloging standards or other national or international programs for descriptive, structural, and administrative metadata.

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

**GEORGE A. SMATHERS LIBRARIES**
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

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The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

DIGITAL PRODUCTION SERVICES
Digital Production Services develops, manages, and publishes digital content from curatorial collections, in support of academic programs, organizes conversion and ingest capabilities, facilitates awareness and coordinates instruction in scholarly use and development of digital technologies and their application to collection and publishing services. The department manages the University of Florida Digital Collections (UFDC) and the Digital Library of the Caribbean (dLOC) and facilitates the flow of digital collection material to other digital repositories (HathiTrust, DPLA, PALMM) and ensures that materials are properly archived to digital preservation systems.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding current trends related to digitization, metadata creation, and digital preservation (250 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). Apply by July 17, 2017 (applications will be reviewed beginning June 15, 2017). Submit all application materials through the Jobs at UF online application system at http://explore.jobs.ufl.edu/cw/en-us/job/502568/metadata-librarian. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form.

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which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.