POSITION VACANCY ANNOUNCEMENT

POSITION: Digital Support Metadata Specialist – Library Associate 1

DEPARTMENT: Digital Support Services

REPORTS TO: Digital Support Services Production Manager

SALARY: Minimum annual salary at $36,169; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 513214

DEADLINE DATE: January 28, 2020 - applicants will be reviewed as received

PLEASE NOTE: The job location for this position is 4040 NE 49th Avenue (RTS Route 24).

JOB SUMMARY

The George A. Smathers Libraries are seeking a highly detail oriented individual with analytical skills to fill the Digital Support Metadata Specialist position in Digital Support Services Department. The Digital Support Metadata Specialist is responsible for creating and improving metadata descriptions for the Libraries’ digital collections. This position requires the individual to work independently while following clear procedures and with the creative ability to apply and adapt procedures to new situations. The primary responsibilities of the Metadata Specialist are metadata creation and review, in both the MARC record environment and via spreadsheets, for digital projects coming primarily from the Smathers Libraries and including cooperative projects with partner departments and institutions. The Metadata Specialist will sometimes provide custom assistance and advice with cross walking and normalizing metadata to allow for correct spreadsheet ingests for special projects. This position relies heavily on the incumbent’s ability to determine, define, and prioritize work responsibilities and make independent decisions.

RESPONSIBILITIES

METADATA CREATION

• Creates and enhances metadata for the University of Florida Digital Collections and collaborative projects, applying local content guidelines and national controlled vocabularies.
• Enhances and transforms metadata to ensure optimal user access to materials and/or for output to other platforms and formats, using a variety of tools and scripting solutions, and a variety of schemas/encoding formats.
• Performs spreadsheet ingests to create records in UFDC.
• Derives electronic records in OCLC for newly scanned materials.
• Edits and provides additional access points and applies local standards when necessary.
• Creates holding and item records in UFDC on an as needed basis.
• Keeps current with policies and procedures, and makes recommendations for changes as needed.
• Assists with training of other staff as necessary.

RETROSPECTIVE METADATA CORRECTION
• Works with the Production Manager, the Metadata Unit, and the department Chair to identify and prioritize collections in UFDC and affiliated collections where impactful metadata correction and enhancement work can be performed.
• Creates and implements work plans to accomplish such efforts, making use of automated tools where possible.
• Participates in Machine Assisted Indexing (MAI) projects.

QUALITY CONTROL OF UFDC METADATA
• Performs quality control review of metadata prior to ingesting records into UF Digital Collections, as well as reviews the digital records once they have been imported to ensure fields mapped correctly;
• Reviews and when necessary performs corrections and enhancements on metadata submitted by partner organizations.
• Reviews batch ingests to ensure files loaded correctly

Other Duties
• Participates in departmental and special projects as they arise.
• Attends training as needed.
• Serves on library committees and task forces as needed

QUALIFICATIONS
 Required:
Bachelor’s degree and two years of related library experience; or a master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
• Basic knowledge of Anglo-American Cataloging Rules 2nd Rev., Resource Description & Access and Library of Congress Subject Headings, and classification
• Ability to utilize cataloging tools and resources
• Knowledge of MARC formatted bibliographic information on OCLC and UF ALEPH online catalog
• Strong verbal and written communication skills
• Ability to work collaboratively to accomplish goals
• Flexibility, and ability to adapt and work in a rapidly changing academic environment
• Basic computer skills and experience with Microsoft Word, Excel and Outlook
• Detail oriented with the ability to work independently while following clear procedures and with the creative ability to apply and adapt procedures to new situations.
• Analytical skills and the ability to record, to report statistical data, and to develop and implement procedures
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation and perspectives

Research indicates that applicants with marginalized identities are hesitant to apply for positions if they do not meet all of the required and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop these preferred skills. We strongly encourage those who are passionate about metadata and improving digital access apply.

The Foundation for The Gator Nation
An Equal Opportunity Institution
THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF is currently 8th among “Top Public Universities” in the U.S. News and World Report. UF has a long history of established programs in international education, research, and service. 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.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

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. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

DIGITAL SUPPORT SERVICES
The Digital Support Services (DSS) is among the largest capacity digitization facilities in the southeastern United States. The DSS 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 University of Florida Digital Collection (UFDC) is the set of digital collections hosted by UF, including the Digital Library of the Caribbean and the Caribbean Newspaper Digital Library (both are international collaboratives) as well as the State-wide Florida Digital Newspaper Library. For more information about the DLC and the UFDC, please visit http://www.digital.uflib.ufl.edu/.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling 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. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!
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/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by January 28, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 513214. 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 Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@ufl.edu.

AFFIRMATIVE ACTION/EEO
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 which can be found at: http://hr.ufl.edu/data-card/. 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.