



JOB TITLE: Head, Metadata & Cataloguing Services

DATE:	2016-08-16
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REPORTS TO (job title): Associate University Librarian, Research & Digital Discovery Services

JOBS REPORTING (job titles):
 Cataloguing and Metadata Librarian
 Principal Cataloguer
 Supervisor: Holdings Maintenance and Inventory Control
 Secretary

DEPARTMENT: Library

LOCATION: Main Campus

GRADE: USG 13

PRIMARY PURPOSE:

The Head, Metadata & Cataloguing Services provides vision and leadership, strategic planning and management for all of the operational activities of the Metadata & Cataloguing Services department including the Holdings Maintenance and Inventory Control unit and the Cataloguing & Metadata unit. The Head works collaboratively to lead the development of metadata services in evolving digital and physical environments.

The Head represents the Waterloo cataloguing and metadata function within the Tri-University Group of Libraries (TUG) and the Ontario Council of University Libraries (OCUL) and works with these partners on cataloguing and metadata policy development.

The Head works closely with Library managers, committees, and others as appropriate to advance the Library's strategic directions and to assess and evaluate existing and new cataloguing and metadata projects and services. Library managers provide key leadership for the Library and lead projects and initiatives as related to areas of responsibility and expertise

KEY ACCOUNTABILITIES:

1.	<p>As a member of the Library Managers Group:</p> <ul style="list-style-type: none"> • Provides leadership and guidance, and serves as a resource to the Library Executive Committee, other library managers, and committees • Works closely with the Library Executive Committee and other library managers to develop policies, manage change, set future directions, and resolve problems • Ensures timely communication to Library Managers, administration, staff and patrons through appropriate media, of developments and projects; also communicates on any related events that have the potential to directly or indirectly impact normal services • Leads and coordinates projects with the primary goal being to ensure best possible service can be provided to library patrons • Serves on University, and as appropriate, non-University committees and groups, fostering collaboration, information sharing, partnership and expertise across campus and the broader community as required • Works with colleagues at other TUG, OCUL, Canadian Research Knowledge Network (CRKN), Canadian Association of Research Libraries (CARL) and Association of Research Libraries (ARL) member institutions in collaborative ventures
2.	<p>As Head, Metadata & Cataloguing Services:</p> <ul style="list-style-type: none"> • Provides leadership by fostering an environment where departmental members work individually, collaboratively, and collectively towards achieving departmental and library goals • Mentors individual staff by providing guidance, direction and coaching on goal setting, development, and encouraging initiatives • Works collaboratively with department supervisors to develop and implement innovative, effective cataloguing & metadata methodologies and workflows and oversee departmental training needs assessment and training framework development for staff • Serves as a resource to library staff by providing expertise in cataloging and metadata policies, procedures, and best practices



- Work collaboratively with the Holdings Maintenance and Inventory Control unit and other departments to coordinate the withdrawal bulletin process
- In collaboration with Digital Initiatives, advises on metadata workflow and workload issues for the digital object metadata work that supports the University of Waterloo Library's digital repositories, campus Digital Access Management (DAM) projects that the Library is involved with and other campus projects as they arise
- Serves as the Waterloo lead on TUG and OCUL cataloguing and metadata policy and procedures
- In close collaboration with other Library departments, ensures the development of cataloguing and metadata services through all stages of the collection lifecycle from selection to de-selection
- In close collaboration with the Head, Collection Development, creates workflows to ensures access to electronic collections and keep track of vendor performance
- Participates on specialized teams or working groups to support the unique needs and strategic goals of the University, for example participation in grant-funded projects as a metadata specialist

POSITION REQUIREMENTS:

Education: ALA-accredited Master of Library Science degree, or equivalent

Experience:

- Demonstrated responsibility and experience in leadership/management with a proven track record of achievement and success within a library environment
- Demonstrated experience in leading and managing staff, including staff development and coaching
- Demonstrated ability to lead change, and identify and implement new resources and work methods; ability to identify and evaluate new opportunities effectively and efficiently
- Demonstrated knowledge of current and emerging issues, trends, workflows, and best practices in cataloguing and metadata
- Excellent communication and interpersonal skills; ability to present and share ideas clearly and effectively
- Demonstrated ability to facilitate discussions and promote productive cooperation and teamwork
- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective projects, including managing multiple and simultaneous projects
- Broad knowledge of user-focused library technologies, services, tools, and best practices in cataloguing and metadata
- Demonstrated ability to work effectively in a service oriented environment, which values collaboration and collegiality
- Demonstrated ability to interact with all staff in a respectful and sensitive manner

Technical:

- Demonstrated descriptive metadata expertise including MARC/RDA and one or more non-MARC metadata formats
- Understanding of ontologies and taxonomies
- Familiarity with metadata bulk editing tools
- Strong organizational, analytical, and problem-solving skills

Assets:

- Experience in an academic library setting
- Knowledge of archival principles, descriptive standards and best practices

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Basic	Advanced (see Technical above)

NATURE AND SCOPE:

- **Interpersonal Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to gather ideas, envision, articulate, update and inform on projects s/he is leading or otherwise accountable for. Externally, communicates frequently with vendors, consortia partners in order to execute work.
- **Level of Responsibility:** The position is responsible and accountable for the overall results of the department and committees which s/he leads.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for the department and addressing the changes to strategic business plans by consulting with members of the Library Manager's Group and Library Executive as appropriate.



- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a department head position exposed to stress and pressure associated with those responsibilities.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a department head position exposed to stress and pressure associated with those responsibilities.