THE UNIVERSITY OF ALABAMA LIBRARIES
CATALOGING AND METADATA SERVICES

DESCRIPTION: The University Libraries seeks dynamic, energetic, and creative librarian to take the lead in conceptualizing, developing and managing descriptive practices. Under the direction of the Associate Dean for Collections, the incumbent has responsibility for providing innovative leadership, vision, enthusiasm and supervision for Cataloging and Metadata Services.

RESPONSIBILITIES: The Head of Cataloging and Metadata Services will lead in developing and managing traditional and non-traditional bibliographic access and control processes that support the collections and services in the University Libraries. The ability to articulate the relationships between traditional and non-traditional processes will be key to providing leadership and coordinating the development of new tools for discovery and retrieval with other departments including Electronic Resources, Office of Library Technology, Acquisitions and Web Services. The head is responsible for establishing policies and procedures within the context of national standards, goal setting, designing and monitoring workflow, adopting and implementing new technologies.

The department includes original and copy cataloging for all formats, database maintenance, authority control, technical processing for government documents and metadata creation for digital projects. Staff consists of 4 librarians and 11 staff. Supervises, trains, mentors and evaluates staff.

QUALIFICATIONS: Required: MLS or equivalent from an ALA accredited program; significant experience managing a cataloging or metadata unit in an academic environment. The following skills and knowledge are also required: knowledge of relevant national standards in cataloging and metadata; interest and involvement in emerging digital information environments; ability to work effectively and collegially with all levels of library staff and patrons as well as external associates; ability to manage time and staff to meet deadlines in a complex environment. This position requires excellent oral and written communication skills; experience with an ILS such as Voyager and experience with Web technology. Also required is evidence of the ability to meet University requirements for tenure and promotion as well as professional competencies such as those set forth by the Association of Southeastern Research Libraries (ASERL)
http://www.aserl.org/statements/competences/competencies.tm

SALARY/BENEFITS: Salary competitive. 12-month tenure track appointment at the Associate Professor rank depending on qualifications. Excellent benefits; moving allowance will be available.

TO APPLY: Send letter of application, resume, and names, addresses, phone numbers, and e-mail addresses of three references to:

Ms. Angela J. Wright, Human Resources Officer
The University of Alabama Libraries
Box 870266
Tuscaloosa, AL 35487-0266

Review of applications will begin October 31, 2007. Position is open until filled.

THE UNIVERSITY OF ALABAMA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER