Saint Michael's College
Job Description

Job Title: Associate Director for Systems and Metadata

Department: Library and Information Services

Supervisor or Manager: Director, Library and Information Services

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• The library’s major metadata systems are managed, including the integrated library system, link resolver, federated search, and serials management system
• Intellectual, physical, and virtual access to library resources are facilitated through the creation and maintenance of accurate metadata
• Cataloging and periodicals staff are supervised

Essential Duties and Responsibilities:
• Manages the library’s metadata systems, content, and operations in collaboration with library staff, information technology staff, and external service providers
• Hires, trains, supervises, and evaluates cataloging and periodicals staff
• Collaborates with library staff to optimize integration of the library automation system and other metadata systems with library operations and services
• Works collaboratively with library staff and information technology staff to develop and implement new metadata technologies and applications and enhance existing library systems
• Creates original cataloging and other metadata creation as necessary
• Serves as the library's principal liaison to information technology staff for operational issues, maintaining good communication and facilitating collaborative decision making and planning
• Serves as the library's principal liaison to systems and metadata providers and vendors, including OCLC, NELINET, Ex Libris, and Serials Solutions
• Generates reports from library metadata systems; participates in analysis of data extracted

Secondary Responsibilities:
• Serves at the reference desk on a regular basis, including some evenings and weekends in rotation
• Serves as library liaison to one or more academic departments
• Participates in library and college wide committees and meetings
• Collaborates on library-wide planning initiatives, program development, policy development, assessment, and resource allocation planning
• Attends relevant conferences, workshops, and other meetings as needed
• Occasionally participates in library instruction
• May participate in academic advising

Positions Supervised:
• Senior Bibliographic Services Specialist/ Cataloging (1)
• Senior Bibliographic Services Specialist/ Periodicals (1)

Major Contacts:
• All members of the Library staff
• Information Technology staff
• Faculty

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- Students
- External Service providers

**Demonstrates Excellence:**

- Effectively manages library systems, especially integrated library systems, with technological proficiency
- Communicates effectively with library staff, information technology staff, patrons, and external service providers
- Focuses on the potential of metadata systems and changes in technology in order to improve services to students, faculty, and staff
- Maintains an innovative and creative approach to the integration of metadata systems into library operations
- Upholds metadata and technology standards and best practices
- Accurately and effectively communicates technical information to non-technical personnel and vice versa in order to teach and also to solve problems

**Education and Work Experience:**

- Advanced Degree in Library and Information Science from an ALA-accredited program
- Two years experience in an academic library including work in systems and/or cataloging

**Analytic Skills:**

- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required

**Language and Literacy Skills:**

- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively

**Computer/Technology Skills:**

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<td>Other (please specify):</td>
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**Licenses, Certifications and Other Requirements:**

- None required

**Physical Demands:**

Work is normally performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The employee must occasionally lift and/or move 10-25 pounds
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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Familiarity with metadata and cataloging standards
- The ability to provide reference service one night per week and occasionally work weekends in rotation

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.