Under the supervision of the Head of Metadata Creation (MC) and as a member of the MC managers team, the incumbent facilitates timely access to Harvard Library collections by ensuring the creation and maintenance of discovery metadata for library content in multiple languages and formats.

Leading a team of eight MC staff, the incumbent works collaboratively with managers throughout ITS to develop department-wide strategic and operational plans, policies, and best practices for technical services in the Harvard Library. The incumbent will complement the skills of other members of the MC section by contributing non-MARC metadata expertise and diversifying ITS metadata strategies. Working closely with the Metadata Technologies Program Manager and the Metadata Creation Section managers, and in consultation with curators and other stakeholders, the incumbent takes a leadership role within ITS in instituting new metadata production methods, with a particular emphasis on emerging areas beyond traditional MARC practice. The incumbent engages staff in adopting innovative metadata practices, and helps guide ITS’s strategy to reframe and expand existing skills and extend staffing flexibility to meet the long-term discovery needs of Harvard Library collections.

The incumbent’s role includes developing new projects and participating in multi-institutional pilot initiatives such as the Linked Data for Libraries project and the PCC ISNI pilot.

Information and Technical Services (ITS) actively supports the teaching and research mission of the Harvard Library by managing monograph, serial and e-resource acquisitions, metadata creation, and metadata management for the Harvard Library.

Position will remain posted until filled, however applications will be reviewed beginning October 30, 2017.

DUTIES & RESPONSIBILITIES

Management and Supervision

- Manages the Arts, Humanities & Social Sciences 3 unit within the Metadata Creation Section:
- Hires, trains, and supervises staff, establishes goals and benchmarks, and manages performance
- Monitors and improves workflow; monitors productivity and quality standards for the unit
- Fosters open communication within the unit, documents decisions and discussions as appropriate, and shares information on behalf of the larger organization to foster staff engagement
- Acts as a backup to the other managers as a member of a strong, collaborative management team
• Oversees development and implementation of training for metadata staff, encouraging innovation and experimentation with new tools and approaches
• Creates an environment that supports staff professional development, encourages staff growth and advocates for resources as needed to position the unit for success
• Models professional behavior in the workplace at all times through verbal and non-verbal communication; relates to others in a respectful and collegial manner

See Additional Information section below for more Duties and Responsibilities.

Basic Qualifications
• MLS from ALA accredited school or equivalent education and/or professional work experience
• Current knowledge of trends and developments in the field as well as advanced knowledge of metadata principles, standards and tools, particularly non-MARC metadata schemas, best practices, and their application (e.g., DACS, VRA, Dublin Core, EAD, geospatial metadata, METS, MODS, OAI)
• A minimum of four years of experience in a library or other cultural heritage organization setting
• A minimum three years of experience in staff supervision
• Demonstrated project management skills, including the ability to negotiate, set, and enforce priorities to meet commitments
• Demonstrated facility with technology, including significant experience with library metadata applications

Additional Qualifications
• Experience with bespoke metadata creation projects in specialized domains, e.g. digitization projects, rare materials, research data management, or visual resources
• Must have excellent organizational, interpersonal, strong problem-solving and analytical skills, customer service orientation, initiative, and flexibility to adapt to changing daily and strategic priorities
• Ability to use technology in creative ways to solve problems or facilitate workflow
• Demonstrated success in training and staff development
• Advanced written communication and teaching skills
• Ability to apply principles of metadata design and best practice to a variety of domains
• Experience with analyzing and creating procedures such as service standards, policies, procedures and workflows
• Ability to manage competing priorities with a positive, constructive, flexible, and cooperative manner required
• Experience in authority control or identity management
• Demonstrated skills with scripting languages and/or tools for data manipulation preferred
• Familiarity with cataloging content standards such as RDA and LC-PCC PS, and vocabularies such as LCSH, FAST, MeSH, and LCGFT
• Working knowledge of one or more foreign languages preferred
• Must be able to remain calm under pressure and maintain a professional demeanor when assisting colleagues with problems
• Commitment to be part of a continuous learning environment, updating skills as required to perform job duties
PHYSICAL DEMANDS:

- Keyboarding for at least 6 hours a day may be required.

WORK ENVIRONMENT:

- Work is performed in an office environment.

Additional Information

Duties and Responsibilities continued:

Operations and Service Delivery

- Establishes effective, timely and standardized work processes, policies and best practices in coordination with ITS senior leadership, ITS management peers, Shared Services and library colleagues, and other appropriate staff in order to provide high-quality and responsive service to library users,
- Optimizes workflow to reduce processing time, backlogs and manual/local data entry whenever possible
- Establishes workflows to prioritize processing unique content and objects, in collaboration and consultation with special collections and archives specialist colleagues where appropriate
- Develops, directs, and otherwise contributes to special initiatives, including pilot and research projects
- Reviews and stays current with vendor service offerings and evaluates value to the Harvard Library organization; makes proposals as appropriate for experimentation and adoption
- Establishes strong relationships with the campus libraries to ensure continuing relevance of services that meet their needs; collaborate with library colleagues to develop sustainable services within achievable service expectations

Strategic Planning and Leadership

- Identifies, explores, and implements standards and technologies supporting the discovery of Harvard Library collections
- May represent the Harvard Library in committees and associations beyond Harvard to offer leadership and contributions to the research library community and the library profession
- Participates in departmental and unit-level strategic planning in consultation with other ITS managers and staff

At the Harvard Library, our work is enriched by our diverse campus community. Our unique and wide-ranging abilities, experiences, and perspectives are integral to achieving Harvard University’s mission of excellence in research, teaching, and learning for our patrons, our collections, and our workplace. We believe that an inclusive environment that cultivates and promotes understanding, respect, and collaboration across our diverse workforce enables our success.

We encourage individuals with diverse backgrounds, experiences and abilities to apply to be a part of our community of over 700 staff members. Our work with faculty, students and researchers to explore answers to intellectual questions, enduring and new, and to seek solutions to the world’s most consequential problems, requires that we not only reflect, but also champion
our diverse society.

A global leader, the Harvard Library is a pre-eminent research library that acquires, disseminates, and preserves knowledge. Harvard's Library holdings range from traditional print collections to rapidly expanding inventories of digital resources. It is the work of the Harvard Library to provide the University's faculty, students, and researchers—now and in the future—with comprehensive access over time to all of these materials.

Learn more about our contributions to the academic enterprise by visiting us at http://lib.harvard.edu/about-us and about the Harvard University community athttp://hr.harvard.edu/why-harvard.

The Harvard Library is a proud member of the ACRL Diversity Alliance.

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Unit</td>
<td>--------</td>
</tr>
<tr>
<td>Location</td>
<td>USA - MA - Cambridge</td>
</tr>
<tr>
<td>Department</td>
<td>Harvard Library, Information and Technical Services - Metadata Creation</td>
</tr>
<tr>
<td>Time Status</td>
<td>Full-time</td>
</tr>
<tr>
<td>Union</td>
<td>00 - Non Union, Exempt or Temporary</td>
</tr>
<tr>
<td>Salary Grade</td>
<td>058</td>
</tr>
<tr>
<td>Pre-Employment</td>
<td>Criminal</td>
</tr>
<tr>
<td>Screening</td>
<td>Education</td>
</tr>
</tbody>
</table>

**EEO Statement** We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.