Discovery and Metadata, Department Head
Non-tenure track

Overview

The University of Colorado Denver's Auraria Library is searching for an enthusiastic and knowledgeable leader to fill our Discovery and Metadata, Department Head position. The Department Head is responsible for overseeing the work of the Discovery and Metadata Department. The Discovery and Metadata Department administers the Library's discovery layer (Summon), knowledge base (360 Workflow Solutions), and EZ Proxy software and oversees the cataloging and metadata creation for Auraria Library's purchased and subscribed content. The Discovery and Metadata Department consists of three faculty and two staff employees. This position directly supervises three employees. The Department Head also works closely with the Collections Strategies unit to streamline and manage the Library's acquisition-to-discovery library materials workflow ensuring the best possible user experience.

Auraria Library is committed to diversity within its community and welcomes applications from minority candidates. The Library seeks candidates who embrace a multi-cultural, diverse, and inclusive workplace, and who strive to incorporate those values in their work and interactions.

This position serves on the Library Shared Leadership Team and is expected to contribute to the development and implementation of the Library's vision and goals. As a faculty member, this position participates on Library and campus-wide committees and in CU Denver faculty governance. The Discovery and Metadata, Department Head engages in fulfilling the research and educational missions of the Auraria Library and the three institutions on the Auraria Campus – the University of Colorado Denver, the Metropolitan State University of Denver, and the Community College of Denver. This position is in the Technical and Financial Services Division of the Library and reports to the Technical and Financial Services, Associate Director.

Reports to
Technical and Financial Services, Associate Director

Supervision Exercised
E-Resources Access Librarian
Cataloging Specialist
E-Resources Access and Discovery Professional

Job Duties
Leadership in Discovery, Metadata, and Access
- Provides strategic, long-term vision for the Library's access points including the discovery layer (Summon), the library catalog (Skyline, III Sierra), WorldCat, Prospector (state wide union catalog), and Google Scholar.
- Oversees and evaluates metadata creation for the library's purchased and subscribed learning materials in all formats, including developing best and inclusive practices and performing quality control
- Develops strategies to move the Discovery and Metadata Department into the future, for example, implementing linked data projects.
- Oversees and evaluates cataloging specific tools (LTI, OCLC, WorldShare Collection Manager).

Job Duties *continued*

Leadership in Electronic Resources Management

- Cultivates and develops the department's workflows and procedures to address the complexities of 21st century learning materials lifecycle.
- With members of the Collections Strategies unit, evaluates, develops, and improves acquisition-to-discovery process for purchased and subscribed library materials ensuring the best possible user experience.
- Plays a leadership role on the electronic resources Troubleshooting Team and serves as expert in analyzing and resolving access issues.

Leadership and Service

- Participates on Library and campus-wide committees and CU Denver faculty governance.
- Represents the Discovery and Metadata Department on various internal and external committees (e.g., Auraria Library Web Content Strategy Team and CU System Libraries Access & Discovery team).
- Identifies opportunities to collaborate with departments outside of TFS to create better access (e.g., works with Information and Educational Technology Services Department to create workflow tools, engages Collection Development to discuss discovery issues for new learning materials, confers with Access and Public Services, Department Head to streamline discovery for off campus access).

Supervision

- Supervises one faculty, one classified staff, and one university staff.

Other

- Recommends strategic directions and implementations specific to managing learning materials in collaboration with the Technical and Financial Services, Associate Director.
- Collaborates with the other Department Heads to plan, develop, and implement cross-departmental public services with the aim of excellent over-all user experience.

Minimum Qualifications

- Master's degree from a library school or program.
- Experience in an academic or research library in one or more of the following areas, electronic resource management, cataloging, or metadata creation.

Preferred Qualifications

- Supervisory experience in an academic or research library.
- Experience with current and emerging technologies including integrated library systems, discovery layers, URL resolvers, APIs.
- Experience working with metadata and/or cataloging in an academic or research library environment.

Knowledge, Skills, and Abilities

- Knowledge and understanding of key issues and emerging technologies critical to cataloging, metadata management, discovery, and library systems.
- Ability to lead and manage complex teams.
- Knowledge and understanding of key issues and trends that affect academic libraries or higher education.
- Ability to work well both independently and in a collaborative environment and to contribute to professional service.
- Exemplary interpersonal and written communication skills plus a demonstrated commitment to professional development/achievement.
- Ability to collaborate to create an exciting, future-oriented library.

Employee Name	Employee Signature	Date

Supervisor Name	Supervisor Signature	Date

Cinthya Ippoliti, Auraria Library Director	Date