Position:
Head, Resource Description & Discovery

Reporting Relationships:
Reports to the Associate University Librarian, Learning and Research Resources and is a member of the Collections Management group.

Summary of Responsibilities:
The primary role of this position is to provide leadership and strategic management of resource description, discovery, and metadata activities in the University of Victoria Libraries to support the research and teaching objectives of the University of Victoria.

The Head, Resource Description & Discovery manages the resource description functions related to materials in a broad variety of formats acquired by the University of Victoria Libraries, employing tools and control procedures relevant to these resources. In addition, this position will be responsible for administration of a staff of unionized assistants; will contribute as a member of the Collection Management group; and, is expected to contribute professionally as a member of the Library and University communities. This contribution may include engaging in research undertakings as a member of research teams or individually.

Qualifications:
- A Master’s degree in Library and Information Studies from an ALA accredited institution, or equivalent in professional education and training in librarianship.
- Five years or more of professional experience related to resource description and management.
- A university degree at the graduate level in another discipline is an asset.
- Strong knowledge of principles, techniques, and practices of resource description, discovery, and metadata standards and schema, as well as innovations in web-based technologies, such as linked open data, metadata services/ontologies, and network-based approaches to access and knowledge discovery.
- Knowledge of MARC, RDA, AACR2, Dewey, LCSH, and LC classification for all formats and media.
- Demonstrated capability of providing metadata expertise for digital project initiatives. Knowledge of non-MARC metadata formats, standards, and schema such as Dublin Core, EADS, MODS and METS.
- Demonstrated successful experience in human resources management and administration.
• Demonstrated capacity for initiative, creativity, analysis of issues, problem-solving, and conflict resolution.

• Strong and effective communication and collaboration skills.

• Knowledge of project management and workflow design.

• Working knowledge of, or fluency in, a second language is an asset.

• A commitment to developing professional knowledge and skills on a continuing basis.

Duties:

• Provides cataloguing and metadata creation, which includes performing original cataloguing, overseeing authority control work, and working with bulk loaded records.

• Works collaboratively with others in the Libraries to develop, implement, and evaluate procedures, standards, and workflow relating to resource description and discovery.

• Functions as the technical resource person for support staff engaged in day-to-day cataloguing and catalogue maintenance activities.

• Demonstrates capability of providing metadata expertise for digital project initiatives.

• Manages aspects of projects related to digitization, including contributing to leadership, design, development of procedures, training, metadata management, as well as providing subject and content expertise. Provides advice and technical expertise with metadata creation, mapping, manipulation, and conversion.

• Leads and contributes to Collections Management projects.

Scholarly and Professional Activities:

This position participates on library and university committees, councils, task forces and teams as appropriate. The Head, Resource Description & Discovery keeps up-to-date on developments in the profession and on broader issues that affect the practice of librarianship. Participates in professional organizations as appropriate, and undertakes professional research and scholarship.

Standards of Performance: