

POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Associate Resource Description Specialist/Metadata - Bilingual
- CLASSIFICATION:** Library Associate 2
- REPORTS TO:** Metadata Librarian
- SALARY:** \$41,936 minimum salary
The Smathers Libraries offer a salary commensurate with experience and credentials
- REQUISITION #:** 522289
- DEADLINE DATE:** June 28, 2022 - applications will be reviewed as received

JOB SUMMARY

The Associate Resource Description Specialist in the Metadata Unit, part of the Resource Description Services Department, is responsible for creating and enhancing metadata descriptions for the Libraries' digital collections in Spanish and/or English, as appropriate collections are identified and prioritized. This position also leads efforts to bring existing Spanish language collection records into alignment with current national and local standards. In coordination with other units in the Resource Description Services Department, this position will continue the development of a Spanish language thesaurus to ensure consistent application of appropriate subject headings and identity authorities. When appropriate, this work will be contributed to OCLC and the Libraries' Resource Management system – currently Alma.

To support all students, staff and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives

RESPONSIBILITIES

Metadata Creation

- Creates original metadata for the University of Florida Digital Collections (UFDC) and collaborative projects, applying local content guidelines and national controlled vocabularies and standards;
- Enhances and transforms metadata to ensure optimal user access to materials and/or for output to other platforms and formats, using a variety of tools and scripting solutions, and a variety of schemas/encoding formats;
- Perform spreadsheet ingests to create records in UFDC;

- Performs quality control review of metadata throughout the process of ingesting records into UFDC;
- Reviews, analyzes, and when necessary, corrects and enhances metadata submitted by partner organizations;
- Reviews, analyzes, and provides additional subject and identity authority access points, applying national and local standards;
- Creates electronic resource records in OCLC and updates Alma accordingly;
- Keeps current with policies and procedures, and makes recommendations for changes as needed;
- Assists with training of other staff as necessary;

Metadata Standardization

- Works with the Metadata Librarian, and the department Chair to identify and prioritize collections in UFDC and affiliated collections where impactful metadata correction and enhancement work can be performed;
- Creates and implements work plans to accomplish such efforts, making use of XML editors and automated tools where possible;

Developing and Implementing Spanish Language Thesauri

- Works with internal and external partners to lead development of a generalized Spanish language thesaurus;
- Creates and implements work plans to accomplish these efforts, making use of automated tools where possible;
- Creates documentation supporting workflows and processes as they are developed;

Departmental Support

Contribute to the culture of a collaborative and supportive team environment. This includes participating in team building and cross-training efforts.

- Answer questions and train team members and student workers on advanced techniques
- Review work by other team members as part of learning exercises
- Contribute to the review and update of departmental workflows and documentation
- Participate in special cataloging projects as needed.

Other Duties as Assigned

- Participates in departmental and special projects as they arise.
- Attends training as needed.
- Serves on library committees and task forces as needed

QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

Required:

Bachelor's degree and four years of related library experience; or a Master's degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:

- Reading and writing fluency in both Spanish and English
- Functional experience with taxonomy building and metadata schema (METS, MODS, Dublin Core, MARC)
- Functional knowledge of Resource Description & Access (RDA) cataloging rules and Library of Congress Subject Headings (LCSH).

- Experience creating original catalog records or performing complex copy cataloging, using recognized standards and rules.
- Strong verbal and written communication skills
- Ability to work both collaboratively and independently to prioritize efforts and accomplish goals, and contribute to a positive and supportive working environment
- Analytical skills and ability to record, to report statistical data, and to develop and implement procedures.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation, and perspectives

RESOURCE DESCRIPTION SERVICES

The [Resource Description Services Department](#) supports the University's academic programs and research by providing metadata description and processing for physical and digital collections held by the George A. Smathers Libraries. The department catalogs approximately 20,000 titles per year in compliance with national standards of bibliographic control and in keeping with established cataloging priorities. Original record contributions to [OCLC](#), an international bibliographic database, number around 5,000 annually. The department participates in international cooperative cataloging programs including [CONSER](#), [BIBCO](#), [NACO](#), and [SACO](#). Currently comprised of three librarians and fifteen staff members, RDS consists of five units: Contributed Cataloging, Copy Cataloging, Government Documents Cataloging, Metadata, and the Serials Cataloging Unit. They collaborate to create efficient workflows and apply the latest technologies to meet user needs. The department works with the Acquisitions and Collections Services department to load e-resource packages, which add thousands of records to the library catalog each year. Original record contributions to OCLC, an international bibliographic database, number 5,000 annually. The department participates in international cooperative cataloging programs including CONSER, BIBCO, NACO, and SACO. Department units collaborate to create efficient workflows and apply the latest technologies to meet user needs.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#), including [free testing](#) on campus.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV

- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (ET) on June 28, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition [Job Number 522289](#) If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.