

Memorial University of Newfoundland invites applications for a tenure or tenure-track appointment in the Memorial University Libraries.

Division Head, Cataloguing and Metadata (C&M)
Queen Elizabeth II Library (QEII)

The person we want to hire

Memorial University Libraries are seeking a creative and collegial librarian with strong leadership skills and a commitment to best practices in the management of a large unit that is central to library operations. The successful candidate will have a passion for cataloguing and a clear vision for the future of resource discovery in academic libraries. We seek a person with the enthusiasm, flexibility, and effective judgment necessary to coordinate the work and the ongoing development of 17 people (5 Librarians, 3 library-assistant supervisors and 9 library assistants) engaged in a range of cataloguing, metadata, and authority data creation and maintenance.

The successful candidate will hold a graduate degree from an ALA accredited program in library and information science, and have 5+ years of experience working in an academic library environment with some leadership experience. S/he will be proficient in MARC 21, LCC/LCSH, RDA, and authority control, and must demonstrate a strong understanding of current and emerging models, such as FRBR, FRAD, Dublin Core, and XML. The ideal candidate will have strong analytical and problem-solving skills and be versatile in finding innovative solutions. As a Memorial University Libraries' Division Head, s/he will be a strong leader with excellent interpersonal abilities and enthusiasm for working collaboratively, yet will also be decisive in implementing processes and standards that advance the C&M Division, and the library system as a whole.

The responsibilities of the position

The Division Head manages the provision of metadata, both for digital and non-digital material, and related authority processes for Memorial University Libraries and their partners. The Division Head coordinates bibliographic services in the central library (QEII), and liaises with the four branches and two resource centres that make up the Memorial University library system. While the work is largely centralized, the Division Head helps to achieve an appropriate balance of technical services activities among the various branches of the system, and with outside service providers. The C&M unit utilizes Library of Congress (LCSH, LCC) and National Library of Medicine (classification and MeSH) standards, and employs MARC 21, Dublin Core, and various local and international descriptive and subject standards. C&M is committed to its participation in NACO, especially in contributing authority data related to Newfoundlandia. The Division Head is instrumental in the Division's transition to future cataloguing and metadata standards and models, such as those involving Linked Data. In consultation with C&M librarians and supervisors, s/he establishes and documents policies, best practices, and priorities, in the context of the entire library system and the broader professional environment. The Division Head reports to the Associate University Librarian for the Queen Elizabeth II Library and to the University Librarian. S/he represents and communicates the views and interests of Cataloguing and Metadata in managerial groups and contributes to the management of the entire library system. The Division Head mentors and supports all members of the Division. S/he is responsible for the management of library assistants, including interviewing and hiring, in co-operation with the library-assistant supervisors. S/he is responsible for budgetary and statistical matters pertaining to the unit.

All librarians at Memorial are expected to contribute to the library profession, the University, and the community through participation in Library or University wide committees, professional associations, and/or community projects. The successful candidate will be encouraged to pursue scholarly or professional activities that contribute to the research and creative environment of the University.

Who we are

The Cataloguing and Metadata Division is located in the Queen Elizabeth II Library, the central library in Memorial's system. The Division is the largest technical services unit in the library system and is responsible for cataloguing of a large research collection in all formats for all Memorial libraries, as well as for digital library metadata. Memorial University Libraries support the University's research agenda and student success at all levels. Memorial University Libraries have recently transitioned to Ex Libris Alma and Primo, and are in the process of moving to Ex Libris Rosetta for the University's local digital collections. Librarians at Memorial are part of the Memorial University of Newfoundland Faculty Association (MUNFA), and C&M staff members are part of the Canadian Union of Public Employees (CUPE).

For more details about Memorial University Libraries, visit our website at: <http://www.library.mun.ca>

Memorial University is the largest university in Atlantic Canada. As the province's only university, Memorial plays an integral role in the educational and cultural life of Newfoundland and Labrador. Offering diverse undergraduate and graduate programs to 17,000 students, Memorial provides a distinctive and stimulating environment for learning. St. John's is a safe, friendly city with great historic charm, a vibrant cultural life, and easy access to a wide range of outdoor activities.

Benefits

A tenure or tenure-track appointment at the rank of Librarian II or III is anticipated. Based on experience and qualifications, salary floors as of September 1, 2015, are \$65,805 and \$74,125 respectively. This position carries an annual administrative stipend of \$3,000. Memorial offers standard academic benefits including opportunities for professional development time.

Procedure

The deadline for applications is May 2, 2016. Please cite competition number VPA-QEII-2016-001.

Interested qualified individuals should send a resumé and the names, mailing addresses, e-mail addresses, and telephone numbers of three references to:

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Memorial University of Newfoundland is committed to employment equity and encourages applications from qualified women and men, visible minorities, aboriginal people, and persons with disabilities.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.