**Portland State University Library**

## Position Announcement

**Digital Initiatives/Metadata Librarian**

The Digital Initiatives/Metadata Librarian provides expertise and work in the creation and maintenance of digital content and metadata for the Library’s systems, including its online catalog and repository. This innovative, energetic individual will work collaboratively to develop, refine, and implement policies, procedures, workflows, metadata standards and crosswalks for digital collections; manage assigned digitization projects; and participate in the overall management of digital collections and production work. This position reports to the Associate University Librarian, and is a full-time, 12-month, tenure-track position with the rank of Assistant Professor in the Resource Services and Technology (RST) unit. The incumbent will be expected to work collaboratively to build partnerships within the Library and the campus; engage in scholarly activities; and provide service to the university, the community, and the profession.

**Specific Responsibilities**

* Lead and/or participate in the planning and implementation of projects and initiatives related to digital collections, including the digitization of materials in a variety of formats. Provide plans for digital projects, monitor the timely progress of ongoing projects, and create documentation for project-related activities.
* Lead and/or participate in digital content creation, and in the evaluation and application of appropriate metadata schemas to provide description and access to various digital objects. This includes keeping up to date with national metadata standards and schemas, and being responsible for interpreting and adapting those for local purposes.
* Propose, plan, and lead the Library’s digital preservation program in collaboration with stakeholders, establishing policies and best practices for the long-term protection of and access to digital objects.
* Act as liaison for digitization and metadata projects with other departments within the library and/or other campus groups.
* Assist with training and technical advice to library staff regarding digitization standards and metadata assignment.
* Evaluate, analyze, and implement systems-related aspects related to digitization, digital preservation, and metadata operations.
* Participate in the collaborative development of metadata/cataloging tools, and discovery and presentation tools and applications.
* Participate in digital library-related initiatives and projects with Oregon University System institutions, the Orbis Cascade Alliance, and other groups, as assigned.
* Provide occasional assistance to the Monographic Cataloging team and participate in its projects as appropriate, working closely with the Head of Monographic Cataloging.
* Participate in marketing and outreach efforts by contributing content to the Library’s Web sites, blogs, and electronic publications.
* Adhere to University and Library policies and procedures, including Portland State University’s Professional Standards of Conduct (<http://www.pdx.edu/hr/professional-standards-conduct>).
* Participate in the establishment of short- and long-range goals, objectives, and priorities, aligned with those of the Library and the University.
* Participate in promoting and providing visibility for a positive, responsive image of the Library and its services to the University community and the community at large.
* Communicate openly and professionally with staff, colleagues, and with Library administration.
* Maintain current expertise through participation in workshops, classes, professional associations and networks, and through continued awareness of the scholarly literature.
* Pursue active publication and research agenda.
* Other duties as assigned.

**Qualifications**

**Required**

* Master’s degree earned from an ALA-accredited Library/Information Science program.
* Minimum of two years of professional experience supporting digital collections and/or metadata services in an academic library.
* Demonstrated experience working with digital library content and metadata standards, including non-MARC schema such as Dublin Core, MODS, METS, EAD, TEI, VRA.
* Demonstrated technical experience with current digital collection technologies, standards, platforms, and products.
* Demonstrated project management experience.
* Knowledge of the standards and technological framework for digital preservation.
* Demonstrated knowledge of current and emerging national cataloging standards, including MARC, controlled vocabularies, RDA, FRBR, etc.
* Excellent organizational, analytical and problem-solving skills with excellent attention to detail and a high level of accuracy.
* Ability to work both independently and collaboratively.
* Commitment to professional development and service.
* Strong communication and interpersonal skills.
* Technology skills and experience appropriate for the position.
* Demonstrated ability to work collaboratively with diverse colleagues, faculty, and students.
* Ability to successfully complete a background check.

**Preferred Qualifications:**

* Familiarity with DSpace or other content management software, and knowledge of Institutional Repositories management, including policy matters, intellectual property issues, and strategies for recruiting appropriate content.
* Thorough knowledge of OCLC bibliographic utilities, and experience with cataloging in an Integrated Library System, preferably in the Innovative Interfaces, Inc.’s Millennium system.
* Original cataloging experience and reading knowledge of one or more non-English languages.

**The Environment:**

Located in one of the most livable cities in the United States, Portland State University is a nationally recognized leader in community-based learning, and is located on the tree-lined blocks of downtown Portland. The University offers its 28,000 students more than 100 undergraduate, graduate, and doctoral degrees.

**Salary and Benefits:**

Compensation and rank are commensurate with experience. The salary range begins at a minimum of $61,320, and includes an excellent benefits package including fully paid health care, reduced tuition rates, and a generous retirement and vacation package.

**Deadlines:**

Review of applicants will begin approximately October 17, 2010, and will remain open until finalists are identified.

**To Apply:**

Send cover letter; resume; and names, address, phone numbers, and e-mail addresses of four references to: Anne Keech, Search Coordinator, Keecha@pdx.edu. Transcripts and background checks will be required for finalists. In cover letter, address how your knowledge and experiences meet qualifications. Electronic application materials are strongly preferred (Word or .pdf documents). However, materials may be mailed to:

Portland State University Library – LIBW

Post Office Box 1151

c/o Anne Keech, Search Coordinator

Portland, OR 97207-1151

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity