



Job Description

Job Title: Cataloging & Metadata Librarian

JTC: TAP

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for cataloging and classifying books, serial, media, and electronic resources AACR2, CONSER publications and Library of Congress classification and subject headings utilizing a considerable amount of information technology software and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Understands library services platforms, library management systems, institutional repository and digital library management systems. Knowledgeable and experience emerging tools and standards, as well as understanding how cataloging fits into the larger library facet.

Ability to plan and implement projects to maintain and revise local databases in order to upgrade the quality of the catalog. Must have the skills set to manage projects and workflows and sustain attention to detail. Identifying problems by researching options and resources and provides and implements a solution, adjusting when applicable.

Demonstrated ability to work independently, as well as collaboratively, in a rapid changing and culturally diverse environment. Ability to serve as a liaison and leads efforts between internal and external partners on collaborative cataloging and metadata projects such as interdisciplinary data sets and department collections.

Knowledge of digitization principles/practices and archival standards. Able to manage a variety of tasks and multiple priorities. Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions in accordance with regulations, policies and procedures.

Demonstrates strong oral and written communication skills. Strong service orientation and awareness of end user needs as related to cataloging policies and procedures. Ability to provide effective customer service in a diverse community.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds, bending, stooping, lifting and pushing utility tubs.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in Library Science from an ALA accredited institution plus two years of work experience as a cataloger. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Designs, oversees and participates in catalog cleanup and enrichment projects based on internal reports, changes in cataloging standards or rules, system upgrades, and to prepare the catalog for linked open data readiness. Performs complex original cataloging of new acquisitions when necessary and enters records into local databases. Stays current on latest technological trends and best practices through professional development activities.

Performs original and copy cataloging, creates and maintains metadata for library materials in all formats, including books, serials, audio-visual, digital and electronic resources. Evaluates and updates existing bibliographical records to add access points and content value to better assist library system users to locate analytical data.

Participates in team efforts to provide a wide variety of services which supports the department functions. Works closely with librarians in cataloging electronic resources and activating link resolution services. Maintains knowledge of current resource standards and emerging trends in identity management. Participates in planning and coordination of policies, procedures, workflows and projects.

Provides reference services for a variety of users through online databases or other technological resources. Works with Library Systems & Digital Services in identifying and creating record format specifications and developing procedures for importing/exporting, batch data processing, publishing, and integrating records

Assists in training campus library personnel, new catalogers, department assistants, and interns. Serves on local and District-wide teams and respond to questions and requests. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.