Job Description

Job Title: Team Leader, Cataloging & Metadata   **JTC: TDV**

Salary Range: N06   **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

Provide operational direction to the team, manage and interface automated library system, establish, implement, oversee and evaluate standards, policies, procedures and best practices for the cataloging and metadata team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate knowledge in academic library cataloging and metadata standards, and able to perform practices and tools used in the library. Strong service orientation and awareness of end user needs as it relates to cataloging policies and procedures.

Able to resolve metadata issues related to the discovery of academic resources with next-generation discovery platforms and other web-based search engines. Experience planning and implementing metadata schema for digital collections.

Ability to work cooperatively with varied user groups across the campus and in a team environment to promote teamwork, equality and inclusive within the Libraries and the campuses. Self-motivated, detail-oriented, analytical skills, strong service orientation and commitment to staff development and diversity in the workplace.

Able to make sound decisions independently within the framework of organizational and library policies and goals. Demonstrate initiative and proven ability to learn new technologies and adapt to changes in the profession. Ability to train staff and prepare effective training materials and other documentation to enhance their knowledge.

Knowledge and understanding of established and emerging national standards and trends and developments in metadata standards and their implementation and other relevant trends. Experience in special materials cataloging or electronic resources management. Must provide excellent customer service.

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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in Library Science from an ALA accredited institution plus three (3) years of experience as a cataloger, including two years of experience in systems management. 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

Provides leadership and direction to the cataloging team, establishing priorities and tasks, creates schedules and acts as and serves as an expert resource person regarding cataloging and metadata within the organization. Leads team in creating original and complex copy cataloging records. Work with supervisor to establish, implement and evaluate cataloging and metadata policies, procedures and best practices designed to facilitate resources and enhance the user experience.

Reviews and analyzes quality and integrity of bibliographic database. Maintains cataloging equipment/programs and the database according to cataloging standards set by Library of Congress which enables Librarians to access and revise as necessary to meet the current needs of faculty and students. Evaluates Librarian cataloging performance. Keep current on changes in technology and best practices through professional development activities.

Coordinates with stakeholders and constituents internal/external to the DCCCD community network to identify modules required to construct a compatible automated library system for local and distant users. Ensures that staff are aware of work environment changes and advises staff of any new policies. Encourages ideas a and suggestions from team about procedures and workflow.

Oversees periodic upgrades to hardware and installation of software relevant to the automated library system. Participates in library committees, task forces and special projects and is involved in system-wide initiatives and projects related to cataloging and metadata.

Actively instructs training sessions on system tools and answers questions from campuses to ensure system ease of use and provide users with intuitive experience using the system. Provides statistical reports upon request and provides backup to IT personnel. Responsible for the mentoring, selection of staff, coaching and evaluation of assigned staff. Provides excellent customer service.

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.