

**NOTICE OF OPENING**  
**Head, Knowledge Access and Resource Management Services**  
**(Graduate Librarian 4)**

**SALARY:**

\$47,148.56 - \$68,729.61 annually; \$22.59 - \$32.93 hourly

A high level professional supervisory position under the general direction of the Technology Services Division Head with overall responsibility for resource management, knowledge access strategies, and metadata services of the library.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise, train, organize, schedule and oversee work assignments of staff and manage unit workflow
- Lead a service-focused team in designing, implementing, assessing, and developing metadata-reliant processes for enabling information access to the library resources in all formats
- Facilitate the endeavors of the Library's user communities through processes and services in program areas that include library acquisitions, licensing, serials and electronic resource management, and cataloging and metadata production, integration, and maintenance
- Catalog and classify library materials in all languages and all formats based on national standards, including original cataloging
- Lead and assess a variety of projects in the areas of metadata creation, data management, and workflow optimization.
- Commit to develop user-centered, transformative approaches to cataloging and metadata production in a changing landscape of bibliographic control
- Emphasize cataloging toward metadata creation processes that facilitate large-scale access to library collections and prioritize the discovery of library's hidden collections
- Participate in digital library projects by developing and applying metadata standards and schema to an array of digital objects as well as using new web services technologies to improve the user experience in discovering, searching, finding, or acquiring library materials and content
- Participate in library-wide initiatives, such as collection development, assessment and strategic planning.
- Maintain required statistics, produce/contribute required metrics, prepare reports and other written deliverables
- Maintain professional growth and engage in professional activities, especially those related to library data, user-centered service design, etc.
- Perform other tasks, as assigned, consistent with the functions of the unit and level of responsibility

**MINIMUM QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:**

- Proven managerial, organizational and project management skills in a library organization
- Evidence of leadership in the provision of knowledge access to library resources

- Working knowledge of metadata standards and applications for all formats, familiarity with AACR2R, LCRI and next generation cataloging standards(RDA, FRBR) , LC subject headings, Dewey classification schemes, authority and subject heading systems, MARC formats, database management, and use of technology in a library environment
- Experience with automated database, on-line searching and editing using bibliographic utility, especially OCLC
- Keep current with knowledge of trends, issues and methods of information access to library resources as well as emerging technology
- Ability to form and nurture a productive team environment and work effectively with others
- Strong attention to detail and ability to work under tight deadlines
- Proven written and oral communication skills

**PREFERRED QUALIFICATIONS:**

- Experience with Innovative Millennium system and/or Evergreen system
- Familiarity with MARC and non-MARC metadata schemes and evolving standards
- Knowledge of one or more foreign languages (Russian, Spanish, Polish, and Korean preferred), sufficient to perform original cataloging
- Experience working in a public library setting

**MINIMUM REQUIREMENTS:**

- Master's degree in library/information science from an ALA-accredited program
- Experience with an integrated library system in conjunction with an array of related tools to enhance users' knowledge, discovery and access capabilities
- Minimum 3 years work experience cataloging in print and electronic formats
- Personnel management and/or supervision experience in a library setting

Schedule: May include evenings, weekends and working in other departments

All inquiries should be forwarded to the City of Worcester's Human Resources office at [hr@ci.worcester.ma.us](mailto:hr@ci.worcester.ma.us) . Deadline for applying is Friday, August 5<sup>th</sup>, 2011. Open until filled.

**The Worcester Public Library, an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community.**