



JOB DESCRIPTION

POSITION TITLE: Digital Initiatives and Metadata Librarian

REPORTS TO: Head of Collection Development

PRIMARY FUNCTION:

Leads the evolution of digital library services and collections that support the research and teaching needs of the college.

Develops strategies, and plans, implements and supports projects to advance the creation and integration of digital library collections into the academic enterprise. Key partners in this endeavor include the Library's Special Collections, Reference and Instruction, the Norwegian American Historical Association (NAHA), the Shaw Center for College History and Archives, the Hong Kierkegaard Library, and Carleton College through the Bridge Consortium, as well as other potential campus partners.

Works collaboratively and consultatively with Information Technology, as well as across other appropriate areas of the Libraries, to provide vision for and build a cohesive and extensible suite of discovery, access, preservation, curation, security, archival and storage services.

AREAS OF RESPONSIBILITY:

1. Leads creation and articulation of an evolving digital initiatives environment in alignment with the Libraries' and St. Olaf College's mission and strategic plans, with ongoing input from key stakeholders throughout the organization.
2. Guides the development and implementation of digital asset and data management strategies, policies, standards, and procedures that support discovery, access, management, storage, and preservation of the Libraries' digital assets and resources.
3. Works with appropriate staff to create, maintain and improve the Libraries' locally developed and hosted digital services. Facilitates cross-divisional projects and expedites their completion, and creates documentation for project-related activities.
4. Acts as liaison for digitization and metadata projects for other teams within the Libraries and/or other campus groups, including coaching on the selection and generation of metadata and the creation and maintenance of data dictionaries for digital projects.
5. Works collaboratively with campus Information Technology to articulate and plan an evolving technology services environment, participating in the ongoing development of technical architecture for digital library applications, middleware, systems and services.
6. Transforms digital library initiatives through and iterative, data-informed, and test-driven process that emphasized performance, sustainability, and usability.
7. Maintains in-depth knowledge in the identification, assessment, and implementation of trends and emerging technologies that strategically advance the Libraries mission within the College within the realm of digital initiatives.

8. Works collegially with all St. Olaf College and Bridge Consortium personnel to achieve the Libraries' strategic goals. Participates actively in library- and consortia-wide initiatives, and serves on committees, project teams and task forces.
9. Engages in consortial efforts in the digital library domain, and seeks mutually beneficial partnerships and collaborations with peer institutions and in the private sector.
10. Contributes to developments in the field of digital librarianship through active professional engagement and research, presenting and publishing in appropriate venues.

SUPERVISORY RESPONSIBILITIES:

Student workers.

CONTACTS:

All Library and IT staff, St. Olaf College campus community (including NAHA, Archives, Kierkegaard Library), the Bridge Consortium, and the greater local community.

EDUCATION:

Essential:

ALA accredited MLS/MLIS degree or equivalent. Knowledge of the standards and technological framework for digital preservation.

EXPERIENCE:

Essential:

Minimum of three years professional experience in managing digital projects, digital services and /or digital collections in an academic or large public institution. Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective digital projects, including managing multiple and simultaneous projects.

Desirable:

Demonstrated ability to lead change, and identify and implement new technologies, services and work methods.
Demonstrated competency in analysis, budgeting and planning, assessment and evaluation, and service management.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent communication and interpersonal skills, both oral and written.
- Excellent organizational, analytical and problem-solving skills.
- Ability to learn and evaluate new technologies quickly.
- Knowledge of data and metadata standards prevalent in libraries.
- Knowledge and understanding of emergent and best practices, standards, issues and trends relating to digital initiatives in the library environment.
- Knowledge of and experience with a wide variety of media, including text, still images, audio and video.
- Experience with current digital collection architectures, technologies, standards, platforms and products.

PHYSICAL DEMANDS:	No significant physical demands.
WORKING ENVIRONMENT:	Office.
WORK SCHEDULE:	Full-time Equivalent (FTE): 1.0 Term: Year-round position
REPORTS TO:	Head of Collection Development
APPROVAL:	College Librarian

DATE: The date the job description was updated. 9/7/12
