University of Ottawa Library
Metadata Creation Librarian (201644)
Replacement of one year

Responsibilities: The University of Ottawa Library seeks an innovative, motivated and service-oriented Metadata Creation Librarian. The successful candidate will be a creative individual who works well with other colleagues in a challenging and changing environment.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institutions. With 1,200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: Reporting to the Head, Metadata and Processing, the Metadata Creation Librarian is responsible for both supervisory and functional activities that take place within the Metadata Creation sector.

The Metadata Creation Librarian leads and supervises a team responsible for implementing workflows, projects, and services relating to metadata creation. The incumbent monitors the quality of the metadata produced by the team and is responsible for advanced metadata creation.

Activities in this sector focus on producing metadata to describe and facilitate access to all types of content in any format. These activities include the creation of new metadata, the re-use and customization of existing metadata to conform to local requirements, and the addition of metadata to the Library’s catalogue, other repositories and content management systems. Metadata creation also includes creating or selecting metadata related to identity management and controlled subject vocabularies.

A strategic focus of this position is the creation of metadata for current and emerging environments, metadata that can be represented and exchanged using a range of encoding schema. The Metadata Creation Librarian maintains an up-to-date knowledge of the changing landscape in metadata creation and resource description.

The incumbent works closely with the Head, Metadata and Processing and the Metadata Management Librarian to ensure discoverability of the Library’s collections and to coordinate with peer institutions in developing related services and practices. The incumbent also works with programming staff to automate processes, to develop innovative and efficient workflows, and to reduce repetitive tasks.

The Librarian actively participates in and/or leads Library collaborative activities. The incumbent is a participative member of an evolving organization that emphasizes service quality, innovation, outreach, and partnership within the Library, across campus, and beyond.

Essential qualifications:
1. A Master’s degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least 3 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Demonstrated knowledge of the principles and practices of resource description and metadata standards and schema.
5. Experience with metadata related to identity management and controlled subject vocabularies.
6. Awareness of new developments in the field of metadata and resource description, such as linked data, and of related services and tools.
7. Experience in human resources management and administration.
8. Ability to work in a collaborative, team-based environment.
9. Adaptable, flexible, and able to adjust to a changing environment.
10. Problem solving and decision making skills.
11. Capacity to identify areas of opportunity and to develop and implement innovative solutions to respond to them.

Rank and the salary will be commensurate with qualifications and experience.

This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).

If librarians currently employed at the University of Ottawa are interested in this position, the opportunity of an interim appointment would be available.

Please note that the Library is undergoing organizational restructuring. For this reason, administrative reporting relationships and/or work assignment may change during the course of the appointment. Supervision responsibilities are subject to change during the term of this contract.

Applicants are requested to submit a curriculum vitae and cover letter, with their name in the document title. Internal candidates will be considered first; application should be submitted no later than August 5, 2019 at 4 p.m.

Ms. Talia Chung
University Librarian and Vice-Provost (Knowledge Systems)
University of Ottawa Library
65 University Private
Ottawa, ON
K1N 6N5
Email: biblio@uOttawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.
All qualified candidates are invited to apply; however, priority will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Indigenous peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
JOB DESCRIPTION
Position Title: Metadata Creation Librarian
Titre : Bibliothécaire de création de métadonnées

Position Number: 201644
Library Division: Content and Access
Reports to Position No.: 201643
Date last reviewed: 04 July 2018

GENERAL STATEMENT OF RESPONSIBILITY

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SUPERVISORY ROLES AND RESPONSIBILITIES

1. Provide input to the Head on strategic planning processes and operationalizing strategic plans in their sector.
2. Collaborate with Metadata and Processing members to meet Library-wide objectives and coordinate cross-sector workflows to avoid gaps and overlaps.
3. Interpret and communicate Library directives, decisions, and impacts as appropriate to staff in their sector.
4. Perform ongoing evaluation of services.
6. Design efficient and effective workflows, processes, and policies within their sector.
7. Perform human resources management functions for their sector.
8. Manage allocated financial and physical resources.

FUNCTIONAL ROLES AND RESPONSIBILITIES

1. Plan, organize, and manage the metadata creation activities of the Metadata and Processing department.
2. Monitor standards, policies, and procedures with respect to resource description and metadata.
3. Participate in collaborative efforts within the Library and with external partners in the area of metadata creation.
4. Maintain current awareness of and apply relevant developments in area(s) of expertise.
5. Communicate the interests and needs of the University of Ottawa Library at the local, regional, and national levels through participation in meetings, conferences, professional organizations, and formal and informal cooperative initiatives in relevant domains.
6. Work effectively to carry out activities and projects with groups of people in a variety of environments, including the Library, the University, and with external communities and partners.
7. Perform other related duties as assigned by the Head, Metadata and Processing.

ESSENTIAL QUALIFICATIONS

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2. At least 3 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Demonstrated knowledge of the principles and practices of resource description and metadata standards and schema.
5. Experience with metadata related to identity management and controlled subject vocabularies.
6. Awareness of new developments in the field of metadata and resource description, such as linked data, and of related services and tools.
7. Experience in human resources management and administration.
8. Ability to work in a collaborative, team-based environment.
9. Adaptable, flexible, and able to adjust to a changing environment.
10. Problem solving and decision making skills.
11. Capacity to identify areas of opportunity and to develop and implement innovative solutions to respond to them.

INVENTORY NUMBER: 201644
Incumbent

Date: _________________

Associate University Librarian, Content and Access

Date: _________________

University Librarian

Date: _________________