

# Head of Cataloging and Metadata Services

## Job Summary

Manages the day to day operation of the Cataloging & Metadata Services Department to achieve goals and objectives. Develops, sets and evaluates core services of the unit to ensure alignment with goals. Leads the department to participate in new collaborations and perform new work.

## Essential Functions

- Manages staff in the day-to-day departmental operations
- Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees
- Identifies professional developmental needs and creates and implements plans to provide opportunities to provide professional growth and development for staff
- Resolves employee relations issues and ensures work completion within schedule and constraints
- Develops and maintains the core services of the metadata services group or unit to optimize the ability of customers to locate information
- Develops, interprets, and recommends program goals and objectives, policies, and procedures, and courses of action
- Collects, prepares and analyzes reports and statistics; develops and monitors key metrics for performance against the goals and strategic plans of the library
- Coordinates the department's work plan and related planning initiatives, policies and procedures responsive to the organization's mission, goals, and objectives
- Remains current on technology trends to evaluate emerging technologies for adoption and implementation to enhance library programs, services and collections
- Reviews and approves expenditures and cost recoveries and tracks against the approved budget
- Performs all other duties as assigned

Head of Cataloging and Metadata Services manages and directs all functions performed in the department, coordinating with other Technical Services and Fondren departments under the guidance of the AUL for Technical Services.

This position develops departmental policies and procedures, establishes priorities, oversees personnel matters, and sets strategic directions and new applications of skills. Manages special projects undertaken by the department. Advocates and supports the use and development of staff skills in local and national/international projects that include a component of resource description and access. Serves routinely on standing and ad hoc committees.