



Freedom to Discover

JOB TITLE:	CATALOGUING & METADATA LIBRARIAN – Temporary Full Time
PAY BAND:	Grade G \$38.155 - \$44.889
LOCATION:	Travel to other locations to conduct library business will be required
SCHEDULE:	35 hours per week, may include evenings and weekends
START DATE:	As soon as possible for a period up to one (1) year

JOB SUMMARY:

Reports to the Manager. Plans and coordinates the workflow and training programs for Technical Services staff in Cataloguing, Metadata and Authority Control processes. Responsible for supporting metadata-dependent efforts to manage, expose, and share collections with users, ensuring the uniform application of standards for resource description of the library's physical and digital collections. Responsible for original and complex adaptive cataloging, primarily for the Library's Local History and Archives collection.

JOB DUTIES:

Assists Manager; oversees daily operations; oversees and instructs staff; monitors staff performance and recommends appropriate interventions; develops individual learning plans and provides feedback and progress reports; acts as a resource person.

In consultation with the Manager, develops training programs for Technical Services staff in cataloguing and authority control functions; plans and delivers training in the cataloguing of library materials and bibliographic maintenance of the library's catalogue; assesses staff training progress and identifies and reports staff training needs.

Performs complex copy and original cataloguing of monographs, serials, and materials in all languages and formats, including electronic; performs complex authority work, classification and database management.

Provides quality assurance for vendor MARC records and works with Digital Technology to ensure the integrity of loading MARC records; participates in MARC mapping of bibliographic and authority records according to national standards.

Writes, updates and evaluates manuals and procedures; writes reports; composes correspondence; compiles and analyzes statistics, inputs and retrieves data.

Provides expertise and advice on the Library's digital projects; collaborates with others to define metadata needs; responsible for providing recommendations on the types of metadata required for effective access to electronic publications and the library's digital collections, tracking developments on metadata standards and facilitating access to library resources.

Responds to facility and service issues following established guidelines; contacts the Facilities Help Desk, the Digital Technology Helpline or Management as required

Reviews services and operations; recommends changes; recommends objectives and outcomes; plans and implements projects; participates in Department planning, strategic planning processes and system initiatives; develops and executes work plans

Monitors, assesses and evaluates professional and community trends

Maintains professional knowledge and awareness of best practices for library services; attends training sessions and staff meetings

Oversees and instructs staff

Loads and unloads library materials

Performs preventative maintenance on equipment; contacts service personnel as required

Prepares staff schedules using established guidelines; forwards for approval; maintains staff records such as timekeeping records. Completes forms and maintains records such as staff absences and vacations.

Performs other duties as assignment which are directly related to the major responsibilities of the job

MINIMUM QUALIFICATIONS:

Educational Requirements:

Master's Degree (MIS or MLIS) from an ALA accredited Library School with an emphasis on cataloguing.

Qualifications:

Two (2) years cataloguing experience in a technology rich environment in a medium to large library system with an integrated library system and bibliographic utilities.

Experience:

Demonstrated working knowledge of established and emerging national and international standards and tools relating to metadata and classification such as: Dublin Core, MODS, RDA, AACR2, EAD, LCSH, FRBR, XML, EAD, TEI or other document encoding standards

Supervisory knowledge and experience organizing the workflow of self and others

Excellent analytical skills and oral and written communication skills. Evidence of high productivity and problem solving skills when working independently and in groups as changing situations require

Self-motivated, detail-oriented, with good team-working skills, a strong service orientation, and a demonstrated commitment to staff development and diversity in an environment of continuous improvements

Demonstrated knowledge of cataloguing principles for choice and form of entry, descriptive cataloguing and MARC coding including knowledge of AACR2, RDA, MARC 21, LCSH, Dewey, Canadiana and LC authorities, LC rule interpretations and experience with authority control procedures.

Understanding of original metadata creation and retrospective metadata projects, editing, analysis, and transformation tools such as: OCLC Connexion, oXygen XML Editor, MarcEdit, OpenRefine

Working knowledge of language in addition to English is desirable

Familiarity with linked data and semantic web applications

Knowledge of metadata application in a repository environment

Demonstrated ability to write clear and comprehensive procedures, documentation, training plans and materials

Competencies

Demonstrates ability to apply knowledge and experience of cataloguing principles and skill in cataloguing a variety of formats, serial skills and experience in the organization of electronic resources [KNOWLEDGE/CATALOGUING]

Demonstrates ability to apply knowledge and experience of MARC and other non-MARC library standards; demonstrates encoding skill [KNOWLEDGE/CATALOGUING]

Demonstrates ability to understand and to apply the purpose and principles of subject analyses and the role of controlled vocabularies [KNOWLEDGE/CATALOGUING]

Demonstrates skill in communicating and presenting information, writing, consulting and practicing active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer needs and works collaboratively to develop customer-focused programs and service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops appropriate courses of action [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices and professional knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership and credibility [LEADERSHIP]

Manages resources effectively through all stages of project planning and implementation [PROJECT MANAGEMENT]

Prioritizes activities and works effectively independently, as part of a team and leading others, sets and achieves or surpasses goals [RESULTS ORIENTATION]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment

Legislative Requirements:

Works in accordance with all applicable Ontario Public Library, Occupational Health and Safety, Employment Standards, AODA, Human Rights, Labour Relations and Privacy legislation and all other relevant legislation

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

The deadline for this application is 11:59 p.m. on January 27, 2022.

Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.

Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal.

We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.