

1.

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
 Revised Existing Position
 Updated for files only

Position #: _____
Date Prepared: 1 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Librarian

Proposed Classification: (n/a) Descriptive Title: Acquisitions Prod Group Leader

Supervisor: Carlen Ruschoff, Director Technical Services

Library Division/Production Group/Unit: Technical Services/Acquisitions Production Group/

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for planning, developing, and managing all aspects of procurement of library material (encompassing all media and formats) for the UM Libraries. Coordinates and facilitates inter and intra production group activities, facilitates organizational communications, fosters an environment of shared responsibility, and develops and promotes strategic plans and vision. As a team leader, works directly with team members to plan, develop, and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, Library and University level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of a comprehensive acquisitions production group consisting of four major teams: Ordering, Continuing Resources, Business, and Licensing. Serves as team leader for the Acquisitions Production Group Leadership Team and is a member of the Technical Services' Leadership and Planning Team. Reports to the Director of Technical Services. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with the Director) policies, standards, goals, and procedures to continuously improve workflow. Assesses production group resources and needs and recommends adjustments.
2. Resolves complex acquisitions problems and applies knowledge of current issues and trends in acquisitions, scholarly communications and the publishing industry to improve services.

3. Responsible for ensuring that all acquisitions are processed correctly in a timely and cost effective manner.
4. Monitors library materials expenditures. Responsible for the accuracy and integrity of the acquisitions management information system. Develops/analyzes statistical and financial data and prepares reports for Collection Management and the Library administration.
5. Establishes and maintains business relationships with vendors and assesses vendor performance. Serves as the primary Technical Services contact with acquisition vendors. Coordinates blanket order and approval plans. Manages procurement contracts and works with vendors to improve products and services.
6. Works with the University's Accounts Payable unit to facilitate and expedite the payment of vendor invoices.
7. Develops, coordinates and implements procedures necessary for the maintenance of enhancements of the Library's database.
8. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions.
9. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
10. Compiles annual reports, data collection and analysis, budget requests, time and cost studies as needed and on request.
11. Collaborates with other divisions and colleagues to improve service.
12. Participates in Library and divisional planning activities.
13. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS:** (*Count Graduate Assistants as staff*)

Number of Staff Supervised: Direct: 4 Indirect: 17
 Number of Students Supervised: Direct: 0 Indirect: ?

Leadership: (*Check the most descriptive statement as a whole*)

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; and employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.

Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

Close Supervision: Detailed instructions given. Close and complete review of work.

General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.

Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.

Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.

Plans, develops, and implements functions/projects for functional units(s) or team(s).

Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, Production Group Leaders, and Team leaders throughout the division. Outside of the TSD, primary interactions include ITD staff, Director of Collection Management & Special Collections, the Collection Management Coordinator, Selectors and Collection Management Team Members, other leaders and colleagues from other divisions. Other interactions include faculty and staff in other academic libraries; outside vendors and suppliers such as OCLC and PALINET; students, faculty and staff of the University.

Fiscal Responsibility:

Manages a materials acquisitions expenditures budget of over 8 million dollars, and monitors the Labor and Assistance Budget.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and relevant library acquisitions experience.

Practical Experience: Five years of relevant, progressively responsible, professional experience in an academic or research library, at least two of which must have been in managing an acquisitions unit. Extensive experience with automated acquisitions systems and automated library systems. Thorough knowledge of technical services. In-depth knowledge of acquisition practices and procedures and comprehensive knowledge of acquisitions issues and emerging trends. Thorough knowledge of scholarly communication, publishing trends, book and subscription trade.

Technical Qualifications or Specialized Certifications:

Other Knowledge, skills, abilities and competencies required: Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to

accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as provide direction and motivation to a large staff. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

2.

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 1 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Librarian

Proposed Classification: (n/a) Descriptive Title: Original Cataloging Prod Group Leader

Supervisor: Carlen Ruschoff, Director Technical Services

Library Division/Prod Group/Unit: Technical Services/Original Cataloging Production Group

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for planning, developing, and managing all aspects of original cataloging of all library material (encompassing all media and formats) for the UM Libraries. Coordinates and facilitates inter and intra production group activities, facilitates organizational communications, fosters an environment of shared responsibility, and develops and promotes strategic plans and vision. As a team leader, works directly with team members to plan, develop, and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, Library and University level and within the profession. UM Libraries catalogs on OCLC and is an enhance library for monographs and music/AV. UM Libraries participate in PCC Programs (NACO, SACO, BIBCO, and CONSER).

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of a comprehensive original cataloging production group consisting of three major teams: Mono-Continuing Resources, Music/AV, and Non-Roman. Serves as team leader for the Original Cataloging Production Group Leadership Team and is a member of the Technical Services' Leadership and Planning Team. Reports to the Director of Technical Services. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with the Director) policies, standards, goals, and procedures to continuously improve workflow. Assesses production group resources and needs and recommends adjustments.

2. Resolves complex original cataloging problems and applies knowledge of current issues and trends in scholarly communications, publishing, and cataloging to improve access and service.
3. Responsible for ensuring that all library materials in all formats are cataloged in a timely and cost effective manner.
4. Responsible for the accuracy and quality of cataloging for Library materials, contributions made to national systems and programs (OCLC, PCC etc.) and integrity of the Library's database. Ensures that appropriate national and international standards are met for cataloging.
5. Develops, coordinates and implements procedures necessary for the maintenance of enhancements of the Library's database.
6. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions.
7. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
8. Compiles annual reports, data collection and analysis, budget requests, time and cost studies as needed and on request.
9. Collaborates with other divisions and colleagues to improve service.
10. Participates in Library and divisional planning activities.
12. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS:** (*Count Graduate Assistants as staff*)

Number of Staff Supervised: Direct: 3 Indirect: 16.5

Number of Students Supervised: Direct: 0 Indirect: ?

Leadership: (*Check the most descriptive statement as a whole*)

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; and employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and complete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, Production Group Leaders, and Team leaders throughout the division. Outside of the TSD, primary interactions include ITD staff, leaders, committees, team members and colleagues from other divisions. Other interactions include faculty and staff in other academic libraries; outside vendors and suppliers such as OCLC and PALINET; students, faculty and staff of the University.

Fiscal Responsibility:

Monitors Labor and Assistance Budget.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and relevant cataloging experience.

Practical Experience: Five years of relevant, progressively responsible experience in an academic or research library, at least two of which must have been in managing cataloging or database management effort. Extensive experience in cataloging and with automated library systems. Thorough knowledge of technical services. In-depth knowledge of cataloging practices and procedures and comprehensive knowledge of cataloging issues and emerging trends. Knowledge and proficiency in using AACR, LC classification, MARC formats. Experience with the structure and management of online catalogs and with PCC (Program for Cooperative Cataloging). Thorough knowledge of scholarly communication, publishing trends, book and subscription trade.

Technical Qualifications or Specialized Certifications:

Other Knowledge, skills, abilities and competencies required: Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as provide direction and motivation to a large staff. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer

needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

3.

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 1 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Librarian

Proposed Classification: (n/a) Descriptive Title: Preservation Prod Group Leader

Supervisor: Carlen Ruschoff, Director Technical Services

Library Division/Production Group/Unit: Technical Services/Preservation Production Group

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for planning, implementation and administration of a comprehensive conservation/preservation program encompassing all aspects of material treatments and all media and formats (including print, microforms, manuscripts, photographs, non-print media, and machine readable sources). Coordinates and facilitates inter and intra production group activities, facilitates organizational communications, fosters an environment of shared responsibility, and develops and promotes strategic plans and vision. As a team leader, works directly with team members to plan, develop, and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, Library and University level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of the preservation production group which consists of three major teams: Bindery and End Processing/Shipping & Packing, Brittle Materials, Reformatting & Deacidification, Conservation. Serves as team leader for the Preservation Production Group Leadership Team and is a member of the Technical Services' Leadership and Planning Team. Reports to the Director of Technical Services. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with the Director) policies, standards, goals, and procedures to continuously improve workflow. Assesses production group resources and needs and recommends adjustments.
2. Resolves complex conservation and preservation problems, applies knowledge of current issues and trends to the care and preservation of collections.
3. Responsible for ensuring that all library materials in all formats are preserved in a timely and cost effective manner using appropriate treatment and maintaining quality control.
4. Reviews and advises on all shelf processing services for all library materials (e.g. stamping, labeling, security treatment).
5. Develops and revises binding specifications for all formats: establishes and maintains business relationships with commercial binders and assesses vendor performance; serves as Contract Manager for commercial binding contracts; works with vendors to improve product and services.
6. Develops a system for identifying deteriorating materials; establishes criteria for selecting and implementing appropriate treatment or replacement options; trains staff in all units in replacement/repair decisions and monitors process.
7. Coordinates conservation/preservation policies and procedures among library divisions. Works with library staff and faculty members to assure full integration of preservation activities into library operations and services. Develops, reviews and advises on all in-house preservation and conservation practices performed by repair and restoration units.
8. Identifies sources of outside funding and assists in securing such funds in order to establish new, and improve existing, conservation/preservation efforts.
9. Working with the faculty of the University CIS (College and Information Science) program, develops and implements a conservation/preservation component including the possibility of teaching in that component.
10. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions.
11. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
12. Compiles annual reports, data collection and analysis, budget requests, time and cost studies as needed and on request.
13. Collaborates with other divisions and colleagues to improve service.
14. Participates in Library and divisional planning activities.
15. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. DIMENSIONS: (Count Graduate Assistants as staff)

Number of Staff Supervised: Direct: 3 Indirect: 6
Number of Students Supervised: Direct: 0 Indirect: _____

Leadership: (Check the most descriptive statement as a whole)

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.

- Manager:** solely responsible for performance appraisals; and employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and complete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, Production Group Leaders, and Team leaders throughout the division. Outside of the TSD, primary interactions include ITD staff, leaders, committees, team members and colleagues from other divisions. Other interactions include University officials who monitor all aspects of the physical environment for collections; faculty and staff in other academic libraries; outside vendors and suppliers; students, faculty and staff of the University.

Fiscal Responsibility:

Oversees the Bindery Budget, Vice Chancellor Budget, Deacidification Budget, Replacement Budget, Microfilm Budget, Labor and Assistance Budget, Conservation Budget, and Conservation supply allocation.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and experience in the conservation/preservation field.

Practical Experience: Five years of relevant, progressively responsible, professional experience in an academic or research library, at least two of which must have been in managing a preservation or

conservation effort. Extensive experience in the treatment of library materials and comprehensive knowledge of preservation practices, issues and emerging trends. Thorough knowledge of technical services. Thorough knowledge of scholarly communication, publishing trends, book and subscription trade.

Technical Qualifications or Specialized Certifications: Advanced training in book conservation/preservation.

Other Knowledge, skills, abilities and competencies required: Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as provide direction and motivation to a large staff. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

4.

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

Establish New Position

Revised Existing Position

Updated for files only

Position #: _____

Date Prepared: 1 November 2001

Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Librarian

Proposed Classification: (n/a) Descriptive Title: Adaptive/Fast Cataloging Prod
Group Leader

Supervisor: Carlen Ruschoff, Director Technical Services

Library Division/Production Group/Unit: Technical Services/Adaptive-Fast Cataloging Prod Gp/

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for planning, developing, and managing all aspects of adaptive/fast cataloging activities for the UM Libraries. Coordinates and facilitates inter and intra production group activities, facilitates organizational communications, fosters an environment of shared responsibility, and develops and promotes strategic plans and vision. As a team leader, works directly with team members to plan, develop, and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, Library and University level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of a rapid, adaptive cataloging production group. Serves as team leader for the Adaptive/Fast Cataloging Production Group and is a member of the Technical Services' Leadership and Planning Team. Reports to the Director of Technical Services. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with the Director) policies, standards, goals, and procedures to continuously improve workflow. Assesses production group resources and needs and recommends adjustments.
2. Resolves complex adaptive cataloging problems and applies knowledge of current issues and trends in cataloging and processing to improve services.

3. Responsible for ensuring that adaptive cataloging is completed accurately and in a timely and cost effective manner.
4. Monitors the effectiveness of vendor provided cataloging records and updating services, adjusting profiles and specifications as needed.
5. Develops, coordinates and implements procedures necessary for the maintenance of enhancements of the Library's catalog.
6. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions.
7. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
8. Compiles annual reports, data collection and analysis, budget requests, time and cost studies as needed and on request.
9. Collaborates with other divisions and colleagues to improve service.
10. Participates in Library and divisional planning activities.
11. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS: (Count Graduate Assistants as staff)**

Number of Staff Supervised: Direct: 6.5 Indirect: _____

Number of Students Supervised: Direct: 0 Indirect: ?

Leadership: (Check the most descriptive statement as a whole)

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; and employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and complete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.

- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, Production Group Leaders, and Team leaders throughout the division. Outside of the TSD, primary interactions include ITD staff, leaders, committees, team members and colleagues from other divisions. Other interactions include faculty and staff in other academic libraries; outside vendors and suppliers such as OCLC and PALINET; students, faculty and staff of the University.

Fiscal Responsibility:

Monitors Labor and Assistance Budget.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and relevant library cataloging experience.

Practical Experience: Five years of relevant, progressively responsible, professional experience in an academic or research library. Cataloging project management experience and extensive experience with automated library systems. Thorough knowledge of technical services. In-depth knowledge of cataloging practices and procedures and comprehensive knowledge of cataloging issues and emerging trends. Knowledge and proficiency in using AACR, LC classification, MARC formats. Experience with the structure and management of online catalogs and with PCC (Programs for Cooperative Cataloging) standards. Thorough knowledge of scholarly communication, publishing trends, book and subscription trade.

Technical Qualifications or Specialized Certifications:

Other Knowledge, skills, abilities and competencies required: Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as provide direction and motivation to a large staff. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all

persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

5.

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 1 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Librarian

Proposed Classification: (n/a) Descriptive Title: Special Processing Prod Group Leader

Supervisor: Carlen Ruschoff, Director Technical Services

Library Division/Production Group/Unit: Technical Services/Special Processing Production Grp

Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %

Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for planning, developing, and managing collections (through transfers, withdrawals, inventories) and the Library's database (quality control, authorities processing, database clean-up) for the UM Libraries and its affiliates. Manages the Technical Services' Help Desk. Coordinates and facilitates inter and intra production group activities, facilitates organizational communications, fosters an environment of shared responsibility, and develops and promotes strategic plans and vision. As a team leader, works directly with team members to plan, develop, and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, Library and University level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of the Special Processes Production Group which consists of the Help Desk and two teams: Database Management Projects and Government Documents Depository material processing. Serves as team leader for the Special Processes Production Group Leadership Team and is a member of the Technical Services' Leadership and Planning Team. Reports to the Director of Technical Services. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians. Hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with the Director) policies, standards, goals, and procedures to continuously improve workflow. Assesses production group resources and needs and recommends adjustments.

2. Resolves complex database management and collection processing problems. Applies knowledge of current issues and trends in cataloging plus management of government publications to improve access to collections.
3. Responsible for ensuring that changes to collections and the database are processed accurately and in a timely and cost effective manner.
4. Identifies problem areas within the online catalog and develops a work plan to resolve them.
5. Develops, coordinates and implements procedures necessary for the maintenance of enhancements of the Library's catalog.
6. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline, etc. Determines performance deficiencies and designs interventions.
7. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
8. Compiles annual reports, data collection and analysis, budget requests, time and cost studies as needed and on request.
9. Collaborates with other divisions and colleagues to improve service.
10. Participates in Library and divisional planning activities.
11. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. DIMENSIONS: (Count Graduate Assistants as staff)

Number of Staff Supervised: Direct: 4.5 Indirect: _____

Number of Students Supervised: Direct: 0 Indirect: ?

Leadership: (Check the most descriptive statement as a whole)

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; and employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and complete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, Production Group Leaders, and Team leaders throughout the division. Outside of the TSD, primary interactions include ITD staff, leaders, committees, team members and colleagues from other divisions. Other interactions may include faculty and staff in other academic libraries; outside vendors and suppliers such as OCLC and PALINET; and the students, faculty and staff of the University.

Fiscal Responsibility:

Monitors Labor and Assistance Budget.

Physical Working Conditions:

Normal office environment.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master's degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree and relevant cataloging experience.

Practical Experience: Five years of relevant, progressively responsible, professional experience in an academic or research library, at least two of which must have been in managing cataloging or database management effort. Extensive experience with automated library systems. Thorough knowledge of technical services. In-depth knowledge of cataloging practices and procedures and comprehensive knowledge of cataloging issues and emerging trends. Knowledge and proficiency in using AACR, LC classification, MARC formats. Experience with the structure and management of online catalogs and with PCC (Program for Cooperative Cataloging) standards. Thorough knowledge of scholarly communication, publishing trends, book and subscription trade.

Other Knowledge, skills, abilities and competencies required: Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to create and manage organizational change; to maintain a systematic perspective; to involve and influence others to accept new ideas or innovative approaches; to lead in a team-based organization. Must have the ability to take direction as well as provide direction and motivation to a large staff. Evidence of ability to interact collaboratively and work effectively with teams. Competence in data management. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a

broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____