UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:
____ Establish New Position
_X_ 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: X 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 an adaptive cataloging and database management production group which consists of the three teams: Adaptive Cataloging, Database Management Projects, and Government Documents Depository material processing.. Serves as team leader for the Adaptive Cataloging and Database Management 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 bibliographic and holdings problems and applies knowledge of current issues and trends in cataloging and processing to improve services.
3. Responsible for ensuring that copy cataloging and database maintenance activities are 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:**

Number of Persons Supervised: Direct: 10.5 Indirect: _____

Number of Students Supervised: Direct: 0 Indirect: ?

Leadership:

___ **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.

X **Manager**: solely responsible for performance appraisals; 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.
_X_ **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 compete 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.
_X_ 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, MARCIVE 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 acquisitions 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:_____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____