

**UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS
POSITION DESCRIPTION**

Action Requested:

Establish New Position
 Revised Existing Position
 Updated for files only

Position #: _____
Date Prepared: December 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: _____

Proposed Classification: Library Technician III Descriptive Title: Database
Maintenance Team Leader

Supervisor: Adaptive Cataloging/Database Maintenance Production Group Leader

Library Division/Prod Group/Unit: Technical Services/ Adaptive Cataloging/Database
Maintenance 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 performing database maintenance of monographs and serials (continuing resources) in all subjects, in various languages, and in a variety of formats (principally paper, electronic, and micrographic). Coordinates and facilitates inter and intra production team activities, facilitates team communications, fosters an environment of shared responsibility, and develops and promotes team plans and vision. As team leader, works directly with Team members and Production Group leader to plan, develop, and implement ongoing activities, policies and special projects and establish and achieve Team goals and objectives. Maintains statistics of activities and prepares reports and documentation as needed. Provides leadership through active participation on teams and committees at the production group, division, and Library level. Works as a member of a team through active participation on teams and committees at the production group, division, and library level. As a Team member, Actively participates in Teams and Committees at the Production Group, Division, and Library level.

C. ORGANIZATIONAL CHARACTERISTICS:

Team Leader of the Database Maintenance Team, one of two teams within the Adaptive Cataloging/Database Maintenance Production Group. Reports to the Adaptive Cataloging/Database Maintenance Production Group Leader. The incumbent participates as a member of the Database Maintenance Team and in teamwork, partnerships, and committees. Works closely with the Adaptive Cataloging team to ensure that accurate and complete cataloging records for library materials are reflected in the online catalog. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment.

D. PRINCIPAL ACCOUNTABILITIES:

1. Performs database maintenance of library materials in a variety of formats, subjects, and languages depending upon expertise. Edits bibliographic, summary holdings, and item records to conform with UM, USMAI and national standards and practices. Creates and/or edits bibliographic and/or holdings records in the USMAI Libraries' local automated library system.
2. Evaluates problems reported to the Help Desk reflector and takes proper steps to correct the errors.
3. Trains staff in complex computer operations including use of Library Integrated Management System and Vendor databases. Trains staff in various aspects of duties. Trains library staff in use of serials and acquisitions modules of LIMS. Contributes to and interprets instructions and procedure manuals.
4. In conjunction with the Production Group Leader, supervises and performs required personnel activities such as time-sheet authorization, revising job descriptions, interviewing and selecting staff, performance review and development. Determines performance deficiencies and designs interventions
5. Updates the local database to reflect holdings locations for materials which are transferred.
6. Updates the local database to reflect holdings and or bibliographic records that have been withdrawn.
7. Works and communicates effectively as a member of a team. Trains and supervises students, writes and maintains procedures, maintains statistics, compiles reports as needed. Contributes to creating accurate and timely reports and documentation.
8. Continues to acquire new skills, knowledge, and competencies needed to improve work processes, and shares them with appropriate staff.
9. Makes recommendations and implements policies, standards, goals, and procedures to meet objectives and to continuously improve workflow.
10. Contributes to creating accurate and timely reports and documentation.
11. Collaborates with Production Group Leader and team colleagues to improve service.
12. Participates in Library, Divisional, and Production Group planning activities.
13. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. DIMENSIONS:

Number of Persons Supervised: Direct: 3 Indirect: 0

Number of Students Supervised: Direct: _____ 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.
- 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.
- No direct staff reports.

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 unit(s) or team(s).
- Other (explain)

Interactions:

Primary interactions include all levels of staff within the Production Team and Group including the Team Leader, Acquisitions Production Group Teams, Original Cataloging Production Group members and Preservation Production Group.

Fiscal Responsibility: None.

Physical Working Conditions:

Database maintenance work is performed at a computer terminal and requires sustained concentration on detailed bibliographic data. Moderate physical activity is required for the lifting of books and wheeling of book trucks.

F. MINIMUM QUALIFICATIONS:

Academic Level: High School Diploma or equivalent; Bachelor's degree desired.

Practical Experience: Five years of relevant experience in libraries with a minimum of two years of database maintenance or copy cataloging experience using a major bibliographic utility or extensive knowledge in a special subject area or foreign language. Proficiency with automated library systems and knowledge of cataloging standards and practices including AACR2, LCRIs, LC classification, LCSH, and MARC bibliographic and authorities formats via a national bibliographic utility preferred. Working knowledge of one modern European language is preferred. Experience with Windows functionality on personal computers for word processing, e-mail, and library integrated management systems required.

Technical Qualifications or Specialized Certifications: none

Other Knowledge, skills, abilities and competencies required: Strong analytical and problem-solving skills are required; ability to work with a high degree of accuracy. Must have ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to interact collaboratively and work effectively in teams. Must have the ability to take direction. Strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly orally and in writing with all persons potentially affected by the scope of the work.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Production Group Leader's Signature: _____ Date: _____

Director's Signature: _____ Date: _____