



Job Description *Library Staff Positions*

Resource Description Specialist, Senior

Employee Name	xxx
Department or Unit	LITS: Woodruff Library Resource Description
Library Functional Division	Access and Resource Services Division
Campus Job Classification / Title	Library Specialist, Sr (Bibliographic Management)
Campus Job Code	NA04
Campus Pay Grade	228
FTE [Percentage of Time]	40 hours [100%]
Type of Appointment	Ongoing
FLSA Status	Non-Exempt

This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.

Name of Direct Supervisor	Sofia Slutskaya
Supervisor's Library Job Title [Functional]	Head, Resource Description
Supervisor's Campus Job Classification	Librarian / Faculty Equivalent

University Job Summary Statement

Performs complex bibliographic management operations (e.g. searching; checking the series and name authority files; and creating, reviewing or updating the cataloging record) using a specialized knowledge of online databases, microcomputer applications, complex reference tools, and/or foreign language skills. Creates permanent machine-readable bibliographic and authority records; may perform online bibliographic updates. May establish headings to contribute to the Library of Congress Name Authority database. Verifies or assigns subject headings and classifications (e.g. Library of Congress, National Library, or Dewey Decimal.) May supervise or direct the work of staff/students. Performs related responsibilities as required.

Error! Bookmark not defined. *The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.*

Library Position Summary

Reporting to the Head of Resource Description, the Resource Description Specialist (Sr) provides original and complex adaptive cataloging for print European- and English-language materials in all subject areas and for all material and media types and participates in authority work. The Resource Description Specialist (Sr) may perform batch loading and batch editing of bibliographic records. This position may investigate and resolve bibliographic record problems submitted by users or identified during regular database maintenance.

May supervise or direct the work of students.

May act as a resource person for other staff or students. This position collaborates on special projects prioritized within the Access and Resource Services Division; and may be called upon to participate in team-, division-, and library-wide working groups and committees.

Type of Supervision Received

The Head of Resource description provides minimal but general direction about assignments and priorities to the incumbent, who may also work with other managers and team leads in other units when undertaking key roles in special projects as assigned.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised

The Resource Description Specialist, Senior can supervise student employees.

The Resource Description, Senior does not supervise librarians or staff.

Key Responsibilities & Duties

- A. Cataloging Services, Bibliographic Database maintenance, Authority work (85 %)
1. Performs original and complex MARC-based adaptive cataloging of monographic resources in a wide range of subject areas and languages for all material and media types.
 2. Edits OCLC bibliographic records that require substantial adaptation & upgrading, applying knowledge of AACR2, RDA, Library of Congress, SuDoc, NLM classification and subject headings, and OCLC MARC format for monographs
 3. Creates, maintains, and upgrades bibliographic and holdings information in the Library's online catalog
 4. May perform batch loading and batch editing of bibliographic records
 5. May participate in ongoing authority control and maintenance
 6. Investigates and resolves bibliographic record problems submitted by users or identified during regular database maintenance.
 7. Maintains a thorough knowledge of cataloging practices including AACR2, RDA, Library of Congress, SuDoc, NLM classification and subject headings, OCLC MARC format for monographs, and authority control.
 8. Maintains knowledge of national, international, and local in-house cataloging standards and procedures
 9. Serves as a resource person for cataloging, bibliographic data, and industry standards
 10. Maintains monthly statistics on personal cataloging production.
- B. Training, Supervision, Projects oversight (5 %)
1. May train students to perform searching in national and local bibliographic databases, cataloging, database maintenance, marking and processing of physical library materials.
- C. Documentation (5%)

1. Develops and communicates policies and procedures; creates and maintains documentation and training materials.

D. Committee and Group Participation, Professional Development (5 %)

1. Contributes to a positive work environment by demonstrating willingness to participate in solution processes and shows commitment to teamwork and customer service within a large, complex organization
2. Uses independent judgment to resolve complex problems related to the daily and project work of the team
3. Identifies and attends appropriate continuing education workshops/seminars
4. Participates in special projects, library working groups, committees, and activities as needed to support the changing environment of the library and the academic community
5. Understands and accepts the change process and how it will impact daily activities; ability to change strategies/behaviors in response to changing priorities and conditions
6. Adapts to and learns new software

University Minimum Required Qualifications

Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

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Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Original and complex adaptive cataloging experience, preferably in a large research library; experience using library ILS systems, such as Ex Libris' Alma or other integrated library system
- Experience using AACR2, RDA, Library of Congress subject headings and classification and/or SuDoc or NLM classification and headings in an academic library setting
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within task/project parameters.

Library Preferred Qualifications

- Fluency in German or one or more European foreign languages
- Experience in DVDs, CDs, LPs and other media formats.
- Initiative and ability to analyze procedures and initiate suggestions for improved work efficiency

- Demonstrated knowledge of extant and emerging cataloging standards and trends for use in academic libraries
- Working knowledge of software and technology tools commonly used in technical services in academic library settings
- Commitment to fostering a diverse work environment and an ability to work effectively with a diverse library staff population
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities

<i>LITS-HR Review</i>	<i>Nydia Charles-Huggins</i>
<i>DATE</i>	<i>March 2021</i>