Head of Cataloging & Metadata
George Washington University Law School – Washington, DC

Required Licenses/Certifications and other Specific Requirements:
Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, and Sex Offender Registry Search

Proposed Start Date: 04/15/2020

Position Description Summary:
The George Washington University Law School, Jacob Burns Law Library, located in Washington, DC, seeks a qualified librarian for its head of cataloging & metadata position to begin as early as April 15, 2020. In support of Law School research needs, the librarian in this position oversees the Cataloging & Metadata Department, which provides bibliographic description and subject access to materials acquired for the library collection.

Specific Duties and Responsibilities:

Essential Duties and Responsibilities:

- Supervises the Cataloging & Metadata Department, including coordination of workflow, training and evaluation of staff, and oversight of departmental personnel issues
- Coordinates with the assistant director for technical services in formulating departmental policies and procedures
- Coordinates with colleagues from other library departments in connection with cataloging and metadata-related activities affecting those departments
- Performs original descriptive and subject cataloging of physical and electronic resources in a variety of languages, with emphasis on legal materials, and edits shared cataloging copy in accordance with the Washington Research Library Consortium (WRLC) metadata policies and procedures using standard cataloging resources, including but not limited to: RDA, AACR2R, LC classification schedules, LCSH, LCRI’s, MARC formats, and OCLC
- Participates in and oversees the library’s involvement in cooperative programs, including but not limited to: NACO (creation or modification of LC name authority records), BIBCO (creation or modification of monographic bibliographic records in OCLC), SACO (submission of subject authority record proposals to LC), and WRLC’s Metadata Committee
- Works in cooperation with WRLC institutions regarding bibliographic authority control
- Designs, coordinates, and participates in cataloging and metadata projects
- Compiles and analyzes monthly and annual cataloging and metadata statistics
- Participates in other university, law school, library activities and/or serve on professional association committees
- Performs other duties as assigned by the assistant director for technical services

**Minimum Qualifications:**
- Graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment
- At least three years of professional-level experience in cataloging and/or metadata services.

**Preferred Qualifications:**
- Experience working with legal materials
- Experience with OCLC and an integrated library system
- NACO credentials
- Supervisory experience
- Working knowledge of one or more non-English languages
- Demonstrated ability to work with detail to ensure accuracy
- Demonstrated superior customer service skills
- Writing skills and oral communication skills that demonstrate the ability to convey information clearly and accurately with customers, colleagues, and supervisors
- Demonstrated organizational and time management skills
- Demonstrated ability to work well independently and as part of a team

**Special Instructions to Applicants:**
Review of applications will begin February 17, 2020, and continue until the position is filled. Please complete online application and upload a resume, cover letter, and include contact information for three professional references. Only complete applications will be considered.

Open Until Filled: Yes
Background Screening: Successful Completion of a Background Screening will be required as a condition of hire.
EEO Statement:
The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

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