

Continuing Resources Metadata Lead (4445C), Library
Administration - 71897
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243925>

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Posted Aug. 28, 2024, set to expire Dec. 25, 2024

Job Title	Continuing Resources Metadata Lead (4445C), Library Administration - 71897
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Metadata Services supports resource discovery and access by cataloging and physically processing library resources in all formats and languages (except Chinese, Japanese, and Korean) for the University (Main) Library and subject specialty libraries. The department also performs database maintenance to ensure accurate metadata.

Position Summary

As the continuing resources metadata work leader, this position performs copy and original cataloging, as well as record maintenance, for continuing resources in all formats.

Application Review Date

The First Review Date for this job is: 09/09/2024. For full consideration, please apply by Friday, September 20, 2024.

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Responsibilities

Catalogs continuing resources in all formats

- Utilizes specialized technical or language expertise to create or enhance metadata for continuing resources in all formats.
- Performs complex database maintenance by resolving conflicts, or improving or correcting bibliographic, item, holdings, or authority records in the UCB online catalog, WorldCat, or other library databases.

Facilitates continuing resources workflows

- Collaborates with other departments to ensure continuing resources are efficiently and effectively cataloged, processed (if applicable), and made available to users.
- Collaborates with other Library staff performing continuing resources work.

Provides continuing resources cataloging training

- Creates and maintains continuing resources cataloging procedures, and ensures documentation is complete, accurate, and up to date.
- Provides training in aspects of continuing resources work as needed.
- Reviews work, provides feedback, and answers questions regarding continuing resources.

Additional responsibilities

- Provides feedback and updates to the department head and managers.
- Analyzes, evaluates, interprets, and revises or proposes revisions to established operational guidelines within scope of assigned responsibilities.
- Engages in continuing education related to position, unit, or department needs.
- Contributes to and participates in departmental and unit meetings and activities.
- May lead a team of staff library professionals and/or assistants; may serve on and/or provide expertise to Library committees, teams, and task groups.
- Performs other duties as assigned.

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Required Qualifications

- Advanced experience cataloging continuing resources.
- Experience recognizing and resolving cataloging errors.
- Experience using OCLC Connexion and integrated library systems.
- Functional knowledge of national cataloging standards (e.g., RDA, AACR2, MARC 21 formats, Library of Congress Subject Headings (LCSH), Library of Congress Classification (LCC), PCC CONSER Standard Record (CSR)) and tools (e.g., OCLC Connexion Client, RDA Toolkit).
- Bibliographic knowledge of one or more Western European, Eastern European, Arabic, South Asian, or South East Asian languages.
- Excellent analytical and problem-solving skills together with attention to detail for complex, possibly repetitive work.
- Ability to be self-motivated and able to work creatively, collaboratively, and effectively both independently and as a team leader or member.
- Ability to participate in multiple concurrent projects in a given timeframe, monitor project workflows, provide regular reports or updates as necessary, and meet project deadlines.
- Excellent oral, written, and interpersonal communication skills and strong service orientation.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience using the Alma library services platform.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$73,302.81 (Step 1) - \$87,594.70 (Step 10).

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5579055&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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