SUMMARY:

Under the direction of the Head of Metadata, the Supervisor will be working either in the Cataloguing or Serials unit of the Metadata department and supervise staff members in their respective areas as well as managing day to day operations of the Metadata department. This includes carrying out resource description with a focus on either cataloguing or serials on a wide variety of subjects, languages and formats, and overseeing resource description activities carried out by others in the unit.

The supervisor will provide leadership in the area of MARC cataloguing of bibliographic and authority records in RDA within the library’s ILS (Integrated Library System). They will offer expertise in the bibliographic tools and utilities used in the division’s work. They will be responsible for loading, editing, and deleting batches of authority and bibliographic records when necessary using a variety of tools and techniques.

The supervisor will work collaboratively with the Head of Metadata to decide on best practices and operationalize them within the unit. They will offer training on relevant topics, standards, systems, and tools. Working with members of the division and others in the library, institution, and community, they will periodically review current workflow and look for areas of improvement. The supervisor will also, when needed, offer expertise and oversight in relation to the digital object metadata functions of the Metadata Unit.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Supervision (35%)

Duties:
- Supervise and direct work of library assistants in the Metadata Unit
- Conduct and sign performance appraisals
- Schedule work hours, track sick leave and allocate vacation
- Operationalize policies, procedures, and workflows among the staff members of the division
- Create and maintain documentation in relation to policies, procedures, and workflows
- Work with the Head of Metadata and other supervisor(s) to establish unit policies and procedures
- Recommend improvements to current workflows, policies, and procedures in alignment with best practices within the academic library sector
- Report on performance of the unit’s systems, workflows, and staff members to the Head of Metadata
- Troubleshoot and problem solve issues affecting the Metadata Unit
- Give advice and be a resource person for staff members in the division in relation to cataloguing, metadata, and other relevant unit issues
- Provide excellent service to other units in the library, other departments on campus, community stakeholders, and library users

### 2. Cataloguing (25%)

**Duties:**
- Search international, national, and local bibliographic and authority databases to find and select existing cataloguing and authority records for import
- Create and edit high quality bibliographic and authority records according to international and local cataloguing standards in Voyager ILS for various formats, languages, and subjects
- Assign appropriate subject headings to material
- Assign appropriate classification numbers to material
- Arrange and carry out batch imports, edits, and deletions of cataloguing records, working with the library’s Unix Systems Administrator
- Liaise with outside agencies like OCLC and YBP, to troubleshoot issues related to downloading of records and notifying them of errors in master records

### 3. Training (15%)

**Duties:**
- Offer individual and group training in library cataloguing and metadata for new and existing staff members
- Offer training in bibliographic tools and utilities
- Offer training in other technology associated with work within the division

### 4. Digital Object Metadata (10%)

**Duties:**
- Create and edit metadata for digital objects in compliance with international and local metadata standards within various systems: CONTENTdm, Samvera, DSpace institutional repository (UVicSpace), and others as required
- Assist with digital collection project management and related documentation

### 5. Project Work (10%)

**Duties:**
- Work on projects in which the Metadata unit is involved
- Manage and operationalize project involvement in the unit

### 6. Setup and Maintenance - Cataloguing and Metadata Software (5%)

**Duties:**
- Assist with administrative changes in the library’s ILS (integrated library system) and other systems as required in relation to cataloguing and metadata

### REQUIRED QUALIFICATIONS:

**Skills:**
- Demonstrated supervisory and leadership skills, including the ability to provide individual staff support, direction and feedback
- Demonstrated ability to prioritize in an environment of competing demands
- Ability to maintain effective working relationships with unit staff, the public, and outside agencies
- Ability to be agile in response to evolving workflow, technology, staff, and standards
- Excellent communication skills (both oral and written)
• Ability to work independently and within a team environment in a professional and conscientious manner
• Ability to prioritize and coordinate a high volume of work
• Ability to organize and multi-task to meet deadlines and requirements
• Ability to understand cataloguing standards and best practices and synthesize into local policy and procedure
• Capacity to train and teach both individually and in group settings
• Willingness to take initiative and solve problems independently
• Demonstrated ability to carry out detailed work consistently and reliably
• Capacity to follow international and local policy and procedures
• Excellent analytical and research skills
• Ease using technology and enthusiasm for applying technology to solve problems
• Excellent organizational skills
• Ability to exercise diplomacy, good judgment and initiative
• Flexibility and willingness to adapt to new ideas and concepts

**Specialized Knowledge/Education:**
- Knowledge of current and emerging cataloguing and metadata standards employed in an academic environment (MARC21, RDA, AACR2R, LCSH, LCC, DDC, Dublin Core, LCGFT, NACO, VIAF, FAST, BIBFRAME etc.)
- Working knowledge of cataloguing and metadata online tools and databases (OCLC Connexion, Library and Archives Canada, Library of Congress databases, Cataloguer’s Desktop, MarcEdit, RDA Toolkit, etc.)
- Working knowledge of MS Office
- Bachelor’s degree in any discipline is strongly preferred
- Knowledge of at least one language other than English is an asset

**Experience:**
- At least 5 years experience cataloguing in an academic environment
- Recent experience supervising others or leading teams
- Experience editing and creating bibliographic and/or authority records according to local and international standards and procedures
- Experience working with library and/or digital asset management systems
- Experience working on detail-oriented projects, with a track record of solving complex problems
- An equivalent combination of education, training and experience may be considered

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**Employee’s Signature:**

**Date:**

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**Supervisor’s Signature:**

**Date:**