



LIBRARY OF VIRGINIA

CATALOGING & METADATA COORDINATOR

Position #00227 (Full-Time), Pay Band 5

Library Specialist III; 29053

Salary up to \$70,000 (commensurate with experience)

Open to the General Public

The Library of Virginia is seeking a Cataloging & Metadata Coordinator. Reporting to the Director of Acquisitions and Access Management, this position provides leadership in the fields of cataloging and metadata in the Acquisitions and Access Management (AAM) unit of the Collections Access and Management Services division. The catalog is the first level of outreach and access to the Library's vast collections. This position provides advanced original and complex cataloging for the library. It also provides research and training for cataloging staff, develops policies and procedures, and ensures database integrity to make our collections accessible to the public. This position is expected to have a working knowledge of the cataloging standards applied to monographs, serials, newspapers, government publications and primary source materials, and the ability to share that knowledge with others.

This position is eligible for limited telework (not to exceed two days per week) after the first six months of employment.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 10% - Performance Management
- 30% - Cataloging & Metadata Creation
- 30% - Cataloging Leadership
- 10% - Policy Procedure & Documentation
- 10% - Emerging Standards
- 10% - Professional Activities

REQUIRED QUALIFICATIONS

- Experience with OCLC and integrated library systems;
- Mastery of RDA, AACR2, national standards and practices, MARC21, and the various tools of cataloging;
- Familiarity with linked data and semantic web standards;
- Demonstrated proficiency in cataloging to national standards, PCC, CONSER, NACO;
- Knowledge of the application of non-MARC metadata standards and schema to engage in leadership around the description, organization, and access to digital collections and primary source cataloging and metadata;
- Ability to work collaboratively with colleagues across departments to develop policies, workflows, and programs that focus on user-centric discovery;
- Commitment to enhancing services through teamwork and responsiveness to stakeholders;

- Strong interpersonal and communication skills with the ability to work successfully in a collaborative environment; and
- Demonstrated commitment to fostering and building a diverse workforce and to supporting staff development in support of the Library's diversity goals.

PREFERRED QUALIFICATIONS

- ALA accredited Master's degree in Library Science or Information Science or affiliated field of study preferred;
- Experience in technical services, cataloging, metadata; and
- Supervisory experience preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00227. **This position is open until filled. First review of applications will begin December 31, 2021.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact nancy.epperly@lva.virginia.gov or 804-692-3586.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email nancy.epperly@lva.virginia.gov.

SPECIAL REQUIREMENTS

The Library of Virginia is an Executive Level Branch agency. Effective September 1, 2021, in accordance with Governor Ralph Northam's Executive Directive #18, by Article V, Sections 1 and 7 of the Constitution of Virginia, and by § 2.2-103 of the Code of Virginia, all Executive Branch employees who enter the workplace or who have public-facing work duties must disclose their vaccine status to the designated agency personnel. Executive Branch Employees who are not fully vaccinated or choose not to disclose their current vaccine status must undergo weekly COVID-19 testing and disclose weekly the results of those tests to the designated agency personnel. All Executive Branch Employees who have not been fully vaccinated must cover their mouth and nose with a mask in accordance with the Centers for Disease Control and Prevention while indoors and conducting public business.

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document **BEFORE** the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.