



# The University of Texas at Austin

## University of Texas Libraries

### Head of Content Management (Librarian IV)

To apply for this position, please visit: <https://utdirect.utexas.edu/apps/hr/jobs/nlogon/180926010082>

#### Purpose

This position will manage operations, staff, and initiatives for the acquisition, description, and processing of content for the UT Libraries in all formats and languages

#### Essential Functions

Oversee staff and workflows for ordering, receiving, describing, and processing of library content in all formats and languages. Coordinate operations and workflows between the unit and other library units or departments. Contribute to fostering ongoing growth and professional development of staff. Promote a culture of innovation and continuous improvement of services, workflows, and best practices. Seek out and engage in appropriate campus, regional, and national partnerships and conversations. Participate in development and grant opportunities for relevant projects or initiatives when appropriate.

#### Marginal/Incidental functions

Other related functions as assigned.

#### Required qualifications

Master's degree from ALA-accredited program. Minimum 5 years professional experience as supervisor or manager of relevant operations (acquisitions, cataloging, and or metadata creation) in an academic library. Evidence of implementing current and emerging best practices related to acquisitions and bibliographic description. Demonstrated ability to develop, evaluate, and enhance production-oriented processes. Experience with an integrated library system and or a library service platform. Familiarity with materials budgeting, expenditure processes, and consortial acquisitions agreements. Demonstrated ability to manage multiple priorities, projects, and stakeholder interests effectively. Demonstrated aptitude to learn new tools and technologies and creatively problem solve. Demonstrated effectiveness at working collaboratively on projects and initiatives. Successful experience supervising and developing staff. Demonstrated ability to develop and maintain positive relationships with internal and external stakeholders. Demonstrated ability to engage professionally at a leadership level and on a national and/or international scale. Excellent written and oral communication skills.

#### Preferred Qualifications

Demonstrated experience working with content vendors. Experience with a national cooperative cataloging program such as PCC (NACO, BIBCO, CONSER, or SACO). Familiarity with existing and emerging metadata standards and schemas, such as RDF, XML, Dublin Core, schema.org, linked data, and BIBFRAME. Experience with formal assessment and evaluation methods.

#### Working conditions

May work around standard office conditions Repetitive use of a keyboard at a workstation Use of manual dexterity Demonstrated ability to work well under pressure and to meet deadlines. Commitment to provide excellent customer service.

The University of Texas Libraries welcomes and respects all individuals and communities by valuing and consciously maintaining awareness of diverse perspectives and experiences. We believe inclusivity is critical to fostering excellence in all of our endeavors, and we promote diversity in our collections and the services that we provide as well as in our recruiting, hiring and retention practices.