

PSTN#: ASTL 81 (Fay)	
CLASS: Librarian III	
POSITION: Head, Database Maintenance Section	
DEPARTMENT: Collection Development/Cataloging	
JOB SUMMARY:	
<p>The Database Maintenance Section of the Cataloging Department is comprised of the Head and eight full-time support staff. The Head supervises staff in two units (Maintenance and Marking) who are responsible for resolving problems with and updating bibliographic and holdings information in GIL; building OCLC data files and maintaining the quality of data in the Libraries' catalogs; cataloging Reading for Pleasure books and University of Georgia theses and dissertations; preparing newly acquired materials for shelving; and making corrections to previously cataloged materials, etc. The Head of the Database Maintenance Section serves as a resource person for the Libraries in the areas of marking and database maintenance and coordinates and plans special projects in these areas. This position reports directly to the Head of Cataloging. Some evening and/or weekend work may be required.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
%	Manages the day-to-day operation of the Database Maintenance Section and maintains a work environment conducive to the development and productivity of staff members.
	Plans, organizes, and implements the work of the Database Maintenance Section by establishing short and long term goals, objectives, and priorities which complement those of the Division and the Libraries.
	Develops and maintains a competent and productive staff by supervising, training directly, and through delegation all personnel in the Section.
	Sets and maintains quality standards in the Section by keeping up-to-date on current Endeavor, OCLC, and Library of Congress policies and cataloging practices as well as with national and international trends in bibliographic control with particular emphasis on database maintenance.
	Contributes to the efficient operation of the Libraries automated system, GIL.
	Ensures effective working relationships by coordinating the work of the Section with other areas of the Libraries.
	Maintains an awareness of trends and developments in the profession, which may affect the Section and Department's activities.
	Participates in general library administration by attending Section Head meetings and other appropriate committees as assigned, thus

	helping to plan and develop policy on an library-wide basis.
	Serves as the Departmental Web Editor by maintaining the website, acting as the liaison for the Department to the Libraries' Web Editor, and by attending Web Editors meetings.
	Fosters communication in every direction by actively engaging in the exchange of information and encouraging this activity in supervised staff.
	Represents the Libraries through active participation in professional organizations on state, regional, or national levels.
	Maintains awareness and acts upon changes and needs in the organization by remaining flexible and assuming other similar duties and responsibilities.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	ALA-accredited MLS, Minimum one year professional technical services experience in an academic or research library, preferably in database maintenance or another area in cataloging; Successful supervisory experience
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Knowledge of AACR2 and LC classification and subject headings; Experience with automated cataloging systems and the MARC format; Ability to function as a contributing team member in a production-oriented environment; Ability to work with a broad range of languages; Effective written and oral communication skills; Ability to establish and maintain effective working relationships.
Preferred Qualifications:	
Physical Demands:	
Work Hours:	M – F; 8 hrs/day; some evening and weekend work may be required.

Reviewed: 8/02,12/06