



Head of Technical Services

The Klau Library, Cincinnati, OH

Hebrew Union College-Jewish Institute of Religion is the Reform Movement's internationally recognized seminary, intellectual and spiritual center, and a world renowned research institution. Since 1875, it has trained clergy, scholars, educators, and communal professionals. The preeminent center for the training of an American rabbinate, first to ordain women, institute gender equality, and incorporate innovative scholarship and professional education into its curriculum, the College-Institute represents the highest values of the Reform movement and is the guarantor of the future of liberal Jewish life and learning in North America and beyond.

Job Summary:

Reporting to the Library Director, the Head of Technical Services supervises the work of librarians, a computer specialist, and library technical assistants involved in acquisitions, cataloging, serials, bindery operations, and the WorldShare Management Services (WMS) integrated library system.

Primarily responsible for the Library's interface with OCLC and its implementation of WMS. Responsible for the management of WMS including WorldCat Discovery and all of the staff-side operations.

Other responsibilities include: provide leadership, strategic vision, and direction for emerging metadata standards and linked data technology; plan short-term and long-term goals for Technical Services; determine the workflow and assign duties to Technical Services staff; and meet regularly with other key administrators to determine current and future direction of the Library.

Qualifications:

- ALA-accredited MLS or equivalent.
- Minimum of 5 years of experience in Technical Services and 3 years of supervisory experience.
- Demonstrated experience in managing the workflow of one or more technical services units: cataloging in numerous formats, digitization, metadata, acquisitions, serials management, or electronic resources.
- Substantial knowledge and experience working with cataloging standards and resources such as RDA, AACR2, LCSH, Classification Web, MARC21, and other current and emerging metadata standards.
- Excellent oral and written communication skills.
- Knowledge of Hebrew required; one or more additional foreign languages preferred.

This position carries the rank of Senior Associate Librarian and is eligible for the College-Institute's full benefit package. Salary is commensurate with experience.

Applicants should submit electronically, in PDF form, the following material: a cover letter; curriculum vitae; current job description; and the names, positions, and e-mail addresses of three professional references. Applicants are responsible for requesting their own letters of reference. Submissions should be sent directly to Laurel S. Wolfson, Administrative Librarian, lwolfson@huc.edu. Review will begin immediately. Applications will be accepted until the position is filled.

Hebrew Union College is an Equal Opportunity Employer (EOE), and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.