Georgia Southern University

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Library Job Descriptions

Administrative Documents and Official Records

8-19-2014

Metadata Quality Manager

Georgia Southern University, Zach S. Henderson Library

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Name: Greg Vaughan
Position Number: 10011633
Classification Title: Information Analyst I
Department: Collection and Resources Services
Library Title: Metadata Quality Manager
Direct Supervisor: Catalog & Metadata Librarian

Description: The Metadata Quality Manager is responsible for maintaining the integrity of bibliographic data contained in the Alma Integrated Library System; coordinating Cataloging Team database maintenance projects; writing global data change rules; running database reports for quality control of records in Alma; running jobs on the data in the Alma database; batch editing and updating catalog records; performing quality checks to assess the results of work in Alma; coordinating projects to resolve data discrepancies; and designing and documenting Team workflows and procedures. This position supervises at least one staff member, student assistants and project work by other team members.

Duties:

- Works with all department functional teams, faculty, and staff as appropriate to maintain quality and accessible records in the Alma online catalog database.
- Performs complex cataloging and record maintenance tasks for online and print serials; troubleshoots serial records; and provides serials training to staff.
- Consults with the departmental faculty regarding procedures and policy matters and documents policies and workflow in the department LibGuide for staff reference.
- Writes rules for global data changes and runs jobs to update or change data in the Alma online catalog database.
- Supervises batch loading files of bibliographic records and bulk imports files into Alma.
- Runs reports and quality checks on the Alma database to assess the results of cataloging work.
- Manages local collections and electronic collections in Alma by coordinating periodic audits and by monitoring changes to electronic portfolios reported in Central Knowledge Base updates and to electronic journal package content reported in EBSCO's E-Journal Updates.
- Monitors e-team tickets; participates in triage and response to liaisons; submits tickets for Alma data errors to Ex-Libris and monitors resolution.
- Develops and manages projects to maintain and improve the quality of records in Alma, including but not limited to resource access audits; record enhancement; and batch metadata improvement.
- Develops and supervises methods of coding statistics for cataloging work and extracting monthly statistical data from the online catalog database.
- Cooperates with faculty and Library Technical Assistants to troubleshoot workflows within the department.
- Monitors and reports to Team Staff on changes to the Alma User Interface, providing training as necessary in Alma and new routines.

- Trains Team staff as necessary in Alma and new routines.
- All other duties as assigned.

Revised: 10/10/19