

JOB TITLE:	#1279 Library Processing Manager
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$4,396.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	18K Supervisory
HIRING MANAGER:	Head of Reference
POSTING DATE:	April 1, 2016
DEADLINE DATE:	Application materials must be received by May 16, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Library Processing Manager to direct the cataloging and physical processing of the Society's library collections (which include books, serials, newspapers, maps, sound and visual media, microfilm, and online resources) for permanent preservation and for public reference and research use; to coordinate that work with the overall work and strategic goals of the Reference Department, the Library and Collections Division, and the Minnesota Historical Society; and to participate in carrying out that work.

RESPONSIBILITIES: 1) manage the operations of the Library Processing section by directing and monitoring the intellectual and physical control of published materials, including monographs, serials, newspapers, and microfilm to facilitate user discovery and access; 2) participate in the development of department and cross-departmental priorities and plans as part of the department's management team; 3) manage the staff of the Library Processing section by developing and documenting workplan priorities and targets, conducting performance reviews, training staff, and hiring new staff as required; 4) develop and implement metadata policies and procedures for processing library materials; 5) provide reference service in the Gale Family Library Reading Room as scheduled; and 6) represent the section, the department, and the Minnesota Historical Society in meetings and activities.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts degree plus eight years program experience or equivalent OR an advanced degree plus six years program experience or equivalent.
- Comprehensive knowledge of and extensive experience in the cataloging of library materials in multiple formats, and an understanding of current and emerging trends and issues in metadata creation and discovery, including RDF, BIBFRAME, and linked data principles.
- Comprehensive understanding of national cataloging standards, programs, and authorities including AACR2, RDA, MARC21, LCSH, LCNAF, and other specialized subject and form/genre thesauri. This knowledge is typically acquired through formal training in a graduate program in library science and extensive practical experience.
- Detailed understanding of the standards and procedures of membership in OCLC (or other bibliographic utility) and the PALS consortium (or other library consortium) sufficient to direct the creation and maintenance of catalog, holdings, items, and name authority records in those systems and to resolve any problems that might arise.
- Demonstrated experience in cataloging with OCLC's Connexion software and an integrated library system.
- Familiarity with existing and emerging software and technologies used to edit and transform MARC data.
- Awareness of Minnesota and American history and research methodologies, equivalent to that attainable through a liberal arts bachelor's degree.
- Ability to provide clear and understandable instructions and to organize and direct the work of others.
- Ability to prepare clear and understandable documentation of policies and procedures, and to train others in their application.
- Excellent interpersonal, oral, and written communication skills, including the ability to work effectively with staff across departments.

DESIRABLE QUALIFICATIONS:

- Record of activity in regional, statewide, or national professional library associations.
- Experience working with metadata creation and physical processing of library materials in a special collections setting.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -