

Job Description – Corporate Librarian

Title

Corporate Librarian

Description

The Corporate Librarian's role is to manage and maintain all company-owned information resources and associated content. This includes ensuring that the storing, archiving, and taxonomical layout of information resources are consistent across and throughout the organization. The Corporate Librarian is also responsible for developing and implementing cataloging systems, as well preserving the freshness and accuracy of cataloged items. Understanding of a broad range of software packages and tools is required.

Responsibilities

Strategy & Planning

- Prepare a long-term plan for categorizing, indexing, and archiving all content and information resources, whether they be generated in-house or derived from third-party agents.
- Develop a comprehensive taxonomy for organizing information resources based on business goals and requirements from stakeholders.

Acquisition & Deployment

- Assess, recommend, and purchase corporate library development tools as required; track new standards and methodologies.

Operational Management

- Manage the storing of company-owned content, including documents, contracts, guides, handbooks, policies, procedures, and any other collateral deemed as content.
- Develop operational architectures for content on shared drives, development servers, application servers, and databases.
- Compile and maintain a detailed inventory of existing electronic and paper resources; identify knowledge gaps and make recommendations.
- Provide reference and research services for end users, unit managers, business stakeholders, consultants, and so on.
- Train and instruct employees on how to perform searches online, in databases, and any other electronic resources where research is done.
- Train and instruct employees on how to locate, file, copy, or enter content and/or data files residing on company networks.
- Collaborate with content owners to develop plans for integrating and delivering content to intranets, extranets, portals, Web sites, document repositories, content management systems, and so on.
- Collect and maintain metadata of information resources for search engine purposes; lead the creation of search engine functionality.
- Track, record, and report on information resource usage across the enterprise.
- Determine where and when electronic versions should be made of hardcopy documents.
- Develop, implement, and enforce appropriate resource usage policies.
- Liaise with systems experts on hardware and software issues that affect the availability and accessibility of information resources.

Position Requirements

Formal Education & Certification

- Master's degree in Library and Information Sciences preferred (Bachelor of Arts will be considered) and/or [...] years equivalent work experience.
- Certifications in [...].

Knowledge & Experience

- Strong knowledge of bibliographic, cataloging, and archiving techniques, including [...].
- Advanced library management experience, including indexing and creating taxonomy structures.
- Working knowledge of cataloging systems and tools, including [...].
- Hands-on experience with content-database integration and a range of database platforms, including [...].
- Advanced research and investigative skills, both online and traditional.
- Strong understanding of other programming languages, including [...].
- Impeccable accuracy in regards to data entry and filing.
- Experience in gathering, analyzing, and meeting business requirements.
- Understanding of basic project management principles.
- Excellent knowledge of applicable data and copyright laws.
- Good understanding of the organization's goals and objectives.
- Experience with the use of various storage media, such as [...].

Personal Attributes

- Excellent written, oral, and interpersonal communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self motivated and directed, with keen attention to detail.
- Able to prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
- Solid analytical and problem-solving abilities.

Work Conditions

- On-call availability for [...] days per month.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.