**The Ohio History Connection’s mission is to**

***Spark discovery of Ohio’s stories.***

***Embrace the present, share the past and transform the future.***

**Collections Catalog Systems Administrator**

The Collections Catalog Systems Administrator is responsible for managing use, implementation and development of the library, archives, and museum collections catalog software, data, and information for the Ohio History Connection. The Administrator will report to the Manager of Digital Services and lend their expertise for planning and supporting catalog and discovery services. Additionally, they will work collaboratively with other managers and team members to contribute to projects in support of the organization’s strategic plan.

Essential Duties and Responsibilities:

* Manage the library, archives and museum catalogs, including maintenance, development, statistical reporting, and procedural documentation
* Manage relationships with catalog software vendors
* Develop and maintain custom public user interface for all catalogs, including integrated discovery layer
* Collaborate with internal stakeholders to appropriately implement coordinated cataloging efforts across the organization, including managing and communicating priorities and expectations
* Increase information access and use by the general public through data integration across catalogs, data sources and other web platforms
* Work collaboratively with other departments to develop and implement efficiencies in technology use and workflow related to batch loads, data normalization and other bibliographic maintenance
* Performs analysis and manipulation of metadata utilizing one or more of the following: MarcEdit, OpenRefine, Python, XSLT, etc.
* Supports initiatives to improve metadata to reflect inclusive, socially-just terminology

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

**Education and Experience:**

* Bachelor’s degree in Information Technology or related field required
* Master’s in Library/Information Science with an emphasis on information management preferred
* 2-3 years’ experience managing catalogs and/or databases, preferably in a library, archives or museum setting, and/or integrated library systems
* Proficient in one or more of the following collection management systems preferred: CollectionSpace, ArchivesSpace, WorldShare Management System, Mukurtu, Preservica
* Proficient in one or more of the following computer programming languages: HTML, CSS, SQL, JavaScript
* Demonstrated knowledge of principles and best practices in cataloging and descriptive metadata utilizing one or more of the following standards: MARC, Dublin Core, Library of Congress, Chenhall, Art and Architecture Thesaurus (AAT)
* Experience in analysis, implementation and evaluation of IS systems and their specifications
* Sound understanding of computer systems (hardware/software/applications/products)
* Outstanding communication abilities

**Personal Attributes:**

* Self-directed and flexible.
* Focused on customer service (internal and external) with attention to quality and details.
* Commitment to equity and access.
* Resourcefulness and initiative.
* Problem solving and decision making.
* Effective organizational skills.
* Incredible attention to details important.
* Even-tempered in moments of stress.
* Able to handle multiple tasks.
* Discrete and prudent in discerning confidentiality.
* Ability to work with vendors to assure project goals are achieved in a timely fashion.

**Language Skills:**

Ability to communicate effectively, and in a timely manner, with colleagues. Able to give verbal presentations and write business reports and grant applications. Strong interpersonal and negotiating skills.

**Technical Skills:**

Understanding of and experience administering databases, familiarity with open source databases, understanding of hardware, software, products, and applications used to provide digital access to content, experience with web development and programming.

**Reasoning Ability:**

Ability to work independently and as part of a team, pay attention to detail and meet deadlines. Ability to manage multiple tasks, responsibilities and projects. Ability to define problems, collect data, establish facts and draw valid conclusions.

#### Work Environment:

Normal office environment. Frequent contact with staff. Work may be stressful at times. Weekend and/or evening work required to accommodate planned and unplanned maintenance activities. May be required to work irregular hours.

**Physical Demands:**

#### The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires sitting for long periods of time, some bending and stretching required. Manual dexterity required for use of computer keyboard.