UMKC Libraries
Head of Digital Projects

Position title:

Head of Digital Projects

Position summary:

The Head of Digital Projects is responsible for managing all digital projects for the Special Collections and Archives Division at UMKC Libraries, including digital repository collections and digital exhibits. The Head of Digital Projects will also participate in digital humanities initiatives by providing leadership on project design and implementation, and consulting on digital exhibits, digital lifecycle management, and emerging digital technologies. The Head of Digital Projects collaboratively designs, develops, and maintains the University's digital repository for special collections in order to support the management, digitization process, development of metadata, long-term preservation, and appropriate storage and retrieval of these collections at the University. In addition to these responsibilities, the position monitors trends and developments in library digital initiatives and recommends appropriate adoption and implementation of new technologies and methods. This position has supervisory responsibilities and reports to the Associate Dean of Special Collections and Archives.

Position duties:

- Coordinates and oversees all digital projects in the Special Collections and Archives Division, including projects for the digital repository and digital exhibits.
- Provides direction and oversight for Special Collections and Archives Division staff involved in digitization of text and still images, metadata creation, ingest, digital asset management, and access to digitized and born-digital materials; coordinates with the Marr Sound Archives on digitization of audio and moving image materials; collaborates with Curators to set priorities for digitization and access.
- Collaborates with UMKC and University of Missouri (UM) System colleagues to grow, enhance, and manage a suite of shared tools, services, and standards that promote sustainable and scalable digital scholarship and digital collections.
- Serves as UMKC's Technical and Administrative contact for the Missouri Hub of the Digital Public Library of America.
- Works with library and external partners to identify and prioritize support needs, system improvement, and user experience for the libraries' digital special collections repository and digital humanities projects.
- Participates in digital humanities initiatives by leading in digital projects assessment and evaluation to understand project contributor support needs.
- Oversees digital projects design and implementation, ensuring that research and pedagogy projects are delivered on time and are of high quality.
- Liaises with librarians, archivists, staff, and curators participating in digital humanities research and teaching initiatives.
- Provides specialized consulting services to UMKC community members about digital exhibits, digital lifecycle management, and emerging digital technologies.
- Documents and maintains digital repository and services workflows, procedures, and activities, and gathers useful resources to support digital services program development.
- Investigates, resolves and reports on digital repository and exhibits problems encountered and referred.
- Monitors trends and developments in library digital initiatives and recommends appropriate adoption and implementation of new technologies and methods.
- Provides leadership in identifying and recommending appropriate library digitization/preservation grants, and provides suitable input to grant proposals.
- Participates in division planning and decision-making.
- Establishes short and long-range goals that align with the Division, Library and University goals and objectives.

- Prepares reports on activities, problems, challenges, and accomplishments.
- Keeps current with developments in the field of academic librarianship, particularly in relation to the functional duties of the position.
- In accordance with the Faculty Workload Policy:
  - Serves on UMKC Librarians' Council and a variety of University Libraries, UMKC, and UM System committees, working groups, or teams.
  - Pursues professional development and contributes to the profession via service and/or research.

Supervisory authority:

Supervises, hires, evaluates, trains, and appraises staff as necessary to ensure smooth operations that follow established policies.

- Directly supervises the following positions:
  - Senior Library Information Specialist responsible for creation of digital assets and ingest into the digital library platform.
- Collaborates with Head of Cataloging & Metadata Management to set metadata project priorities for Metadata Librarian who is responsible for managing digital collections metadata projects, training, documentation, and workflows, including evaluation, selection, design, and application of metadata schemas; and provides support in special formats copy and original cataloging.
- Acts as an advocate for unit staff and is committed to professional and staff development and staff participation in unit planning and decision making;
- Promotes high staff performance through teamwork, training and enrichment, encouragement of innovation and recognition for achievement.
- Trains and oversees the digital library-related activities performed by students and staff in other library departments in coordination with their direct supervisors.

Work environment and schedule:

Typically works a 40 hour week, 8am-5pm, Monday-Friday. FWA eligible.

Physical demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands of this job. If you believe you may have difficulty performing any of these physical demands, please contact Sybil Wyatt, ADA Coordinator, as soon as possible, at wyattsb@umkc.edu or (816) 235-6910.

Essential physical abilities, to be accomplished with or without reasonable accommodation are:

- Clarity of speech and hearing which permits the employee to communicate effectively with others.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form, including call number labels, which may be upside down.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations.
- Tolerance for exposure to small or moderate quantities of dust and mold.

Expectations:
- Contributes to a safe and respectful environment for all users and employees of the UMKC Libraries.
- Exemplifies the UMKC Statement of Values and the University Libraries Values.

Minimum qualifications:

- ALA accredited MLS or a graduate degree in an appropriate discipline (history, archival management or related area)
- 2+ years or equivalent experience working with digital collections or archives, including demonstrated experience managing projects;
- Successful supervisory experience or successful experience coordinating a team;
- Experience working with digital asset management, digital repository, digital exhibits, and/or other digital library systems (e.g. Islandora, DSpace, Fedora, CONTENTdm, Omeka);
- Knowledge of strategies and best practices for digital object creation, curation, delivery, and preservation;
- Familiarity with a variety of digital library standards for file formats, metadata content and structure;
- Ability to work independently and collaboratively, in teams that encompass a range of roles and knowledge;
- Demonstrated commitment to Equity, Diversity, and Inclusion, evidenced through direct action;
- Potential to meet promotion requirements in non-tenure track appointment.

Preferred qualifications:

- Successful grant-seeking experience.

Job code:

Numerical Value:
Librarian I = 5822
Librarian II = 5823
Librarian III = 5824
Librarian IV = 5825

Category (academic/librarian/staff/student):

Librarian

Last revised date:

April 16, 2021