Data Manager

# Current job summary

The Network Library Data Manager is responsible for the successful management of library data in the Unified Library Management System. The Manager oversees policies and practices for shared cataloging across the 24 CSU libraries, ensuring accurate information, data integrity, and efficient staff workflows in all functional areas. The Manager will additionally supervise data maintenance and associated clean-up efforts at both the systemwide and local campus levels, monitor vendor support activities, and be responsible for clean and accurate bibliographic data throughout the system. The Manager will manage activities in the Alma Network Zone, including configuration and user management, systemwide data loads and ensure automated processes of benefit to the CSU libraries work as designed.

# Additional details on the position and how we’re handling duties now

Tasks Marcus did that are currently performed by campus staff as part of a ULMS task force:

* Check Daily OCLC record loads (Checking new & updated records and troubleshooting multi-match records);
* Update and delete records for e-book packages (e.g., Safari; JSTOR DDA; MARCIVE) in collaboration with Jessica Hartwigsen;
* Perform quarterly NZ record cleanup (to ensure removal of unused records with no inventory in the NZ);
* Respond to campuses’ requests for troubleshooting bibliographic records;
* Contact campuses to resolve (move inventory) to appropriate records to ensure quality of the database and compliance to record policies;
* Identify areas of need (e.g., identification and removal of NZ duplicate records, etc.).

Tasks Marcus did that are currently performed by CO staff:

* Lead the Normalization Rule Group charged with reviewing, approving, and implementing Primo normalization rule requests for the display of data in Primo.

Tasks Marcus did that are currently not being done:

* Provided direct support and assistance to campuses on a variety of areas in Alma;
* Collaborated with others (Jessica, Mallory) in areas related to resource management workflows and NZ record management and impact to other functional areas (such as resource sharing);
* Developed documentation related to the NZ management tasks;
* Participated as the CO Representative in the Resource Management Functional Committee and other related groups (NZ Management Group; CSU TS Monthly Testing Group);
* Perform Browzine updates.

Things this position could do (opportunity costs if not refilled):

* Develop and implement ideas for more centralization of tasks;
* Troubleshoot record matching issues;
* Troubleshoot authority control issues;
* Network with other NZ administrators from other North American consortia;
* Explore third-party technical services integrations (OCLC and otherwise) with Alma.