

- Job Title:** RSC Secretary
- Reports to:** Director, ALA Digital Reference; and RSC Chair
- Purpose:** The purpose of the role is to support and coordinate processes which support the development and promotion of RDA.
- Hours:** The post is approximately 80 hours per month, but the successful candidate will need to be flexible as the number of hours can vary from month to month depending on requirements.
- Contract:** 3-year, fixed term contract. Hourly wage, rate negotiable
- Location:** This is a home-based position and can be based anywhere in the world.
- Travel:** This post requires overseas travel around 2-4 times per year.

1. To support the chair of the RDA Steering Committee (RSC) in the preparation and management of the RSC meetings and ensure all outcomes and actions are properly documented
2. To manage and coordinate processes relating to the updating of RDA and its manifestation on RDA Toolkit and the Registry
3. To maintain an excellent understanding of RDA, an overview of the Toolkit and Registry and update RDA content on the Content Management System and through Registry inputs
4. To revise supporting documentation and guidelines and maintain contact and email lists of those supporting the development of RDA
5. To update the RSC website and issue announcements to stakeholders
6. To ensure RSC regions and working groups receive adequate training and support in the development of proposals and provide support in using collaborative working tools
7. To provide support at key events as directed by ALA/RSC Chair
8. To serve as liaison to RDA Development Team and RSC Translations Working Group and to other groups as directed

Person Specification

Essential

- Degree in Library and Information Science
- An advanced understanding of cataloguing principles and RDA
- Understanding of linked data concepts and terminology
- Experience of working with a range of stakeholders, managing those relationships and dealing with external bodies
- Proven ability to manage time, prioritise, multitask and meet deadlines

- Ability to analyse complex information and present this clearly and concisely
- Excellent written, verbal, presentation and social media skills
- Experience of writing notes from meetings
- Evidence of continuing professional development
- Ability to travel to meetings and conferences

Desirable

- Experience of developing services both online and using Virtual Learning Environments
- Experience of proof-reading
- Experience with content management systems

To be considered for this position, please submit a cover letter with CV to jhennelly@ala.org.

Appendix 1: Current secretary duty list as defined in RSC/Policy/3 (7 March 2016)

The Secretary will perform the following tasks (in conjunction with the Chair, RSC):

Agenda for RSC meetings:

- preparing draft and final versions
- posting the agenda on the RSC website

Minutes of RSC meetings:

- preparing draft and final versions
- posting the minutes of the public sessions on the RSC website
- posting the minutes of the public and executive sessions on a restricted page of the RSC website
- preparing an outcomes document from the RSC meetings
- preparing a summary list of actions for RSC members and constituent bodies

RSC website:

- posting pdfs of formal proposals, discussion papers, responses, and final versions of accepted proposals on the RSC website
- posting Word versions of formal proposals and discussion papers on a restricted area of the RSC website
- posting announcements about meetings, changes to RDA, and related activities on the RSC website
- posting some administrative and restricted documents on a restricted area of the RSC website
- updating information after RSC meetings

Editing of RDA content:

- creating final versions of accepted formal proposals as records of changes
- managing the RSC Fast Track process for corrections and minor revisions
- collecting typographical errors to be corrected
- creating documents listing corrections and minor revisions as records of Fast Track changes made to RDA content
- adding, revising, and deleting RSC-approved changes of RDA instructions and examples + any typographical errors in the collaborative online tool
- proofreading of edits made

RSC document distribution

- maintaining the document distribution email list and private RSC email list
- sending emails about new documents to RSC, wider distribution email list, RDA-L, and to other discussion lists as appropriate
- preparing annual document lists
- submitting documents for archiving at the University of Illinois

Maintenance of other documents:

- revising the RSC roster on the RSC public web site and supplying any revisions to the RDA Board and the Co-Publishers
- revising the RSC list of tasks/action items
- revising RSC policy documents, as required, for review by the RSC

Other tasks:

- performance of editorial tasks as assigned by the RSC
- undertaking projects for the RSC as required
- assisting with arrangements for the RSC meetings or other events (e.g., Jane-athons) as required
- supplying information for the RSC annual report to the RSC Chair
- assisting the RSC Chair as required