

**Title****RSC Secretary****Description of role**

The RSC Secretary provides administrative support to the international RDA Steering Committee (RSC), creates and preserves the official records and reports of the RSC, and serves as the primary content management system editor of RDA.

**Qualifications**

Required:

- Fluency in English
- Strong writing skills
- Strong analytical, organizational, and communication skills
- Familiarity with the official (post-3R) RDA Toolkit and with original RDA Toolkit
- Familiarity with the cataloguing practices of one regional community
- Familiarity with the IFLA Library Reference Model
- Familiarity with the RDA Registry and understanding of how RDA is optimized for linked open data implementations

Preferred:

- Familiarity with XML, particularly with the DITA specification
- Knowledge of HTML
- Experience with Drupal
- Native English speaker

**Specific responsibilities**

Reporting to the RSC Chair and the Director of ALA Digital Reference:

Acts as editor of RDA content in the content management system:

- Inputs and documents RSC-approved changes; proofreads changes prior to an official release
- Independently corrects typographical errors and editorial inconsistencies
- Works closely with the Technical Team Liaison Officer, who manages the RDA Registry, in coordinating changes to RDA, and acts as backup editor of Registry data
- Manages the Fast Track process and prepares Fast Track proposals as needed
- Provides analyses of RDA content as needed
- Prepares documents for RDA Assessment Group to review non-editorial issues
- Addresses and responds to RSC-directed items received as Toolkit feedback

Supports RSC quarterly meetings:

- Prepares agenda, minutes, and other documentation in consultation with the RSC Chair
- Assists with arrangements for in-person meetings as needed

Creates and preserves the official records and reports of the RSC

Acts as webmaster for RSC website, writing announcements, posting documents, updating information

Supports RSC communication through collaborative software (Basecamp, Google Drive) and regular video calls

Prepares and maintains documentation related to RDA and RSC processes

Supports the RSC Chair by drafting reports and other documents for review

Serves as a member of the RDA Development Team

Serves as an ex officio member of the Translations Working Group

Other tasks as assigned

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**Other information**

- Half-time, paid position as an independent contractor (not an employee of ALA)
- Approximately 20 hours per week
- Three-year term with possibility of renewal
- 100% remote (work from home)
- Possibility (post-pandemic) of international travel
- Salary is set in negotiation with the Director of ALA Digital Reference
- Compensation will be in US dollars
- Not a voting member of the RSC
- Period of overlap in 2022 with the term of the current secretary to allow for training and a seamless transition

**Institutional support**

Applications for RSC positions normally include a section for the formal sign-off of institutional support. For the RSC Secretary position, this institutional approval is not included because this is a half-time paid position. **It is not possible to take on this position in addition to full-time work elsewhere.** It is assumed that independent consultants/those working for themselves understand the time, technology, and travel commitments and are responsible for managing these themselves. The RDA Fund will cover travel, accommodation and subsistence costs for RSC meetings, and ALA Digital Reference will provide access to online collaborative tools for the online meetings.

**Personal information**

Name	
Telephone Number	
Email address	
Year you began using RDA	

**Candidate's supporting statement**

Please provide a detailed statement, referencing the qualifications and specific responsibilities, to support your application and to demonstrate your skills and abilities as RSC Secretary.

**Submission instructions**

Email your completed form and statement to [jhennelly@ala.org](mailto:jhennelly@ala.org) by 31 March 2022.