

JOB DESCRIPTION



Position Title: Electronic Resources Librarian

Department: Library Services

Employment Category: Admin Staff

Primary Location: District-Wide

FLSA Classification: Exempt

Parameters: Full-time; 11 months/year

Pay Grade: AS14

Position Summary: The Electronic Resources Librarian / ILS Administrator is responsible for the maintenance of all electronic library resources and the integrated library system. Providing reference and instructional services to students, faculty, staff and community members.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages administrative aspects of the integrated library system (ILS) including the management and planning of implementing new ILS related software, conducting interface upgrades and ensuring staff is properly trained on advanced ILS functions; resolves technical issues related to the ILS staff client and public interface

Maintains electronic library resources including digital books, film collections, and bibliographic databases; implements upgrades as needed and ensures proper training for staff; monitors off-campus access to electronic resources through the management of database links and EZproxy configuration; provides technical support and serves as the liaison for vendors of all electronic library resource products to ensure access is maintained; works closely with the information technology department to resolve issues quickly

Responsible for maintaining and updating the library's webpage, portal webpage, and social media webpages in accordance with college policies

Teaches information literacy and research skills to individuals and groups as requested; provides reference services to students, staff, faculty and the public by responding to inquiries in person, by phone and email

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in Library and Information Science or equivalent from an American Library Association accredited program

Two years academic library experience; one year experience working in e-resources management or acquisitions

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An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current library technology principles and practices
Knowledge of data systems administration
Knowledge of bibliographic utilities and library software programs
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skill in maintaining electronic databases and resources
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of Library Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.