

Sul Ross State University Position Description

Official Title: Technical Services Librarian, Serials

Job Code: 3235

Salary Group: Unclassified

Summary

Function: Manage SIRSI's Unicorn library automation system the Library's Online Public Access Catalog; maintain Library LAN; assist Library staff with hardware and software problems and training; do original and problem cataloging; assist in public services.

Scope: With University Systems Specialist, responsible for overall operations of Library computers, automated system and LAN; responsible for original cataloging and resolving of cataloging problems; Public Services duties as assigned.

Duties

Essential: Manages ordering, receiving, binding, fiscal control, and cataloging of serials in print and electronic formats; maintains periodicals shelving and holding lists; maintains regular contact with vendors and tracks performance; develops appropriate statistical reports to support serials activities and collection development; ensures effective use of serials module; works closely with administration, public services staff and other technical services staff to ensure the best possible serials services for the students and faculty; participates in strategic planning and workflow management of technical services department; supervises one full-time paraprofessional; manages other technical services activities as required; performs public services assignments including evening and weekend duty on a rotating basis. Reports to the Director of Library Technical Services. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision from Director of Library Technical Services.

Given: Supervises one full-time paraprofessional.

Education

Required: Master's degree in Library Science from an ALA accredited library program.

Preferred: Coursework with an emphasis on technical services and/or two years professional experience working with serials in technical services.

Experience

Required: Experience using automated serials system and a bibliographic utility.

Preferred: Experience in working in an academic library; experience with SIRSI library automation system and OCLC

Equipment/Skills

Required: Strong knowledge of current library technologies and traditional information sources; demonstrated ability to communicate and work in a team environment.

Preferred:

Working Conditions

Usual: Office conditions; some evening reference duty required; participates in weekend rotation for System backup. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2005