

Sul Ross State University Position Description

Official Title: Systems & Discovery Services Librarian **Salary Group:** RU 5

General Statement

The Systems and Discovery Services Librarian provides leadership and support for the discovery and accessibility of available electronic information resources. This position works with other library staff to ensure effective management of the integrated library system and discovery system, the development of discovery applications via the online catalog and the library web site, and oversees Interlibrary Loan using OCLC's WorldShare Management Services. This librarian will provide leadership for all the access and maintenance for the library's electronic and database resources and work closely with administration, public services staff and other technical services staff to deliver the best possible services for students and faculty.

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Duties and Responsibilities

- Assists with the design and implementation of future automation needs of the library
- Manage the borrowing and lending of library materials in support of the information needs of the faculty, students, and staff of Sul Ross and other libraries' clientele
- Supervise student workers in Interlibrary Loan processing requests
- Administer and troubleshoot OCLC WorldCat Discovery system
- Maintain current OCLC holdings for the library
- Administer, maintain, and support all modules of the library's SirsiDynix system
- Maintain and support the library's Ebsco Discovery System
- Troubleshoot remote access problems and coordinate problem resolution with OIT staff and/or content providers
- Serve as webmaster and coordinate with OIT for website updates
- Instructs staff on library-specific computer services and systems operations
- Generates monthly statistical reports
- Participate in reference desk coverage, including nights and weekends
- Performs other reasonable duties as required.

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Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Strong knowledge of personal computers including PC and Mac
- Ability to troubleshoot hardware and software problems
- Knowledge of the internet, Microsoft Office, Windows
- Good communication skills
- Ability to work independently

Supervision

- Received: Reports to the Director of Technical Services
- Given: Supervises Library Assistant, may supervise student workers

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Education

- Required: Master's degree from an ALA accredited library or information science program
- Preferred: Additional training in systems and technologies

Experience

- Required:

- Preferred: Experience providing Interlibrary Loan in an academic library using OCLC; experience using SirsiDynix; experience supervising student assistants; experience providing reference service in an academic library

Revised Feb 2017