

**JOB TITLE:** Emerging Technologies Librarian

**DEPARTMENT:** Library

**LOCATION:** Union Campus

**REPORTS TO:** Director, Library Services

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 2/3/21; 12/11/19

**POSITION SUMMARY:** Manage the library's electronic services and technical aspects of online resource subscriptions, open education resource curation and cataloging. Responsible for student instruction in use of library resources, maintenance of ILS, and collection development in specific subject areas. Perform professional-level work requiring a wide range of administrative, communication, managerial and technical approaches.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Master degree in Library Science or Information Technology from ALA accredited institution; or completion of Bachelor degree (education or library) and two year's library experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Maintain the library's web-based integrated library system.
- Manage online resource subscriptions and access.
- Curate open educational resources for campus needs; textbooks.
- Guide faculty in the discovery, creation, dissemination, identification, adoption, and assessment of open and affordable course content; including library licensed content.
- Educate students in the utilization of library resources; instruct in one on one or group classroom settings about the library's resources.
- Catalog library materials; print, audio/visual, streaming, online.
- Create research guides online and in print.
- Assist Director in library planning; strategic, events, and activities.
- Communicate and conduct reference interviews to obtain the patrons needs; in person, e-mail and chat.
- Provide collection development and faculty liaison services in specific subject areas.
- Train student workers.
- Train library and college staff in use of emerging technologies; OER, streaming databases, etc.
- Troubleshoot problems with technical resources making arrangements for resolution when necessary.
- Assist patrons at the circulation desk as necessary.
- Serve on college committees as deemed appropriate.
- Represent the college at professional organization functions and statewide library committees.
- Copyright compliance for course reserves and general questions for the campus community.
- Oversee daily operations of the library in the absence of the Director.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.

Demonstrated knowledge of a variety of electronic information resources (databases, internet, e-books, open education resources) and print resources. Knowledge of library standards, practices, policies and procedures. Excellent interpersonal and communication skills. Ability to interact positively with patrons (faculty, staff, students, and public). Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies). Knowledge of copyright compliance; Marc,

Cataloging standards. Creative in problem solving. Ability to foster a cooperative work environment. Program and event planning skills. Good organizational skills. Maintain confidentiality of patron records. Train student workers. Interact with various types of patrons (faculty, staff, students, public). Diplomacy. Initiate and recommend changes to workflow, facilities, and policies. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Marc; RDA cataloging; Open Education Resources; Libguides; III Sierra software (various modules); Library 2.0 technology (chat, blog, web). Use computers for word processing, spreadsheets, PowerPoint presentations, or custom applications. Use, develop, or repair electronics or complex software (management information systems), hardware, or network systems.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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