

ELECTRONIC RESOURCE LIBRARIAN

Hammond Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe.

Applications will be accepted until position is filled, with preference being given to those received on or before November 11, 2019. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

Job Summary:

The librarian works Circulation/Reference and Cataloging independently to perform complex, highly specialized, technical tasks to facilitate and support site library operations and academic programs. Incumbents are responsible for overseeing daily operations of the library and support library policies and administrative functions.

The librarian oversees the daily circulation operations which include: check library materials in and out using library systems; update and maintain patron database; prepare circulation reports; handle lost and damaged materials; oversee stack maintenance; and procedures; resolve patron problems related to circulation functions; maintain monthly and annual statistical reports.

The librarian is required to have full proficiency in all technical aspects of work assignments including knowledge of library collection organization and classification scheme and the ability to interpret bibliographic records; ability to resolve highly complex problems related to the use of bibliographic records (i.e., serial title changes, special languages and/or formats, etc.); ability to create and edit problematic bibliographic entries for the library online automated system, Sirsi Symphony, using accepted library standards and procedures. The librarian must have a strong understanding of how to access electronic resources and assist students, faculty and staff in the use of such resources.

The librarian is responsible for the implementation and maintenance of library technology platforms and for ensuring timely and reliable access to holdings via the library's discovery tools (EDS). The e-Resources librarian will assist the Library Director in the procurement, licensing, management, and assessment of the library's electronic resources to include OERs (Open Educational Resources). In collaboration with other librarians, the librarian will also support academic research for students and faculty by participating in instruction and reference, the creation of LibGuides and collection development activities.

QUALIFICATIONS:

Education: Master's in Library Science (MLIS) or equivalent from an ALA-accredited School of Library and Information Science.

Experience: Experience in an academic, school or research library setting with a demonstrated background in electronic resources management. Familiar with bibliographic utilities, such as OCLC, an integrated library system (SirsiDynix Symphony or Enterprise), and a library discovery system (EDS). Fluency with Microsoft Office products and a strong proficiency with spreadsheet and database applications is required; must have strong analytical and problem-solving skills. Must have working knowledge of link resolvers, library discovery systems, OpenURL syntax, HTML, XML, and database design and function. Comprehensive knowledge of electronic resources, vendors of information services and resources and serials industry is essential. Thorough knowledge of acquisitions procedures preferable. Must be able to read, interpret, and apply policies, procedures, and practices. Must be capable of handling multiple priorities, making independent decisions, and resolving problems. Position requires a detail-orientation with a commitment to thorough and accurate work. The ability to work effectively with others and with little supervision is essential.

Experience: One or more years' experience working as library technical support with circulation, booking, interlibrary loan, e-Cataloging, and maintaining statistical reports; ability to communicate library policy and procedures and operate library software, equipment, and systems.

This position will require some travel among campus locations.

Duties and Responsibilities include but are not limited to:

1. Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations;
2. Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional areas;
3. Familiar with online database research for purposes of instruction for students/faculty/staff
4. Demonstrates problem solving and research skills to address standard and non-standard work problems;
5. **Demonstrates ability to compile and present information in an organized manner;**
6. Ability to edit problematic bibliographic entries for libraries online automated system using accepted library standards and policies;
7. Maintain a working knowledge of and operate computer software, i.e., Word /PowerPoint/Excel, etc. to produce reports and printed materials as required and assist patrons;
8. Assist with collection development;
9. Recommend and implement changes in library policies and procedures;
10. Assist in planning and conducting training programs or workshops, both internally and externally;
11. Serves on standing committees;
12. Effective communication and interpretive skills to provide Information Literacy instruction in various settings, such as one-on-one consultations, new student and faculty orientations, classroom presentations and online;
13. Strong written and verbal communication skills necessary to prepare internal library reports and written and visual presentations to stakeholders on the impact and usage of library resources;
14. Thorough knowledge of online databases, system and resources, including the ability to perform complex online searches.

Electronic Resources

1. Manages the library's electronic resources and oversees all aspects of the electronic resources life cycle (acquisition, access, administration, support, and evaluation).

2. Supervises and trains student workers to assist in everyday library function support. Assists with electronic resource staff training and backup when needed.
3. Oversees access to the library's discovery services (Ebsco Discovery Service) and collaborates with Web Manager Librarian on necessary updates to website.
4. Responds to, investigates, and resolves performance issues related to access and maintenance of electronic resources. Coordinates with LOUIS Consortium Team and NTCC I.T. to maintain off-campus proxy access to electronic resources.
5. Provides feedback to Library Director on technical compatibility of resources with existing technology and services infrastructure.
6. Performs holdings maintenance of electronic resources. Updates changes in publisher collections, access URLs and A-Z list in collaboration with Web Manager Librarian.
7. Assists with library assessment initiatives. Compiles usage statistics for annual reporting, both for internal and external purposes. Prepares and disseminates statistical reports assessing the use of electronic resources.
8. Collaborates with faculty regarding eResources and OERs in support of curriculum.
9. Performs other duties as assigned by the Director of Library Services.

Areas of Expertise Include:

Circulation - Open and close the library; maintain the Circulation and Media Desks; process overdue notices and bills, including handling overdue notices to patrons and maintaining accounting records in the library system; assist with processing fines and replacement charges in Sirsi Symphony; answer directional question; process reserve items; assist with shelving and/or shifting stacks materials; maintain monthly and annual circulation statistics.

Interlibrary Loans - Handle the borrowing and/or lending requests for library materials from patrons; retrieve and process requests; verify eligibility of requests; verify bibliographic information and conduct bibliographic searches related to requests; troubleshoot problem requests; compile and analyze borrowing and lending statistics; and follow-up on overdue materials and recalls.

Reserves - Consult with faculty about course materials to be placed on print or e-reserve; provide assistance to faculty in organizing materials to be placed on reserve; process both paper and electronic materials to be placed on reserve; ensure that copyright requirements are met for all reserve items; maintain reserve collection; e-reserves, and related Web pages; and administer reserve module in the library system.

Reference - Staff reference or information desk and provide basic reference assistance to patrons in person, over the telephone, or on-line; provide basic information about, and general instruction in, using reference tools and databases, referring patrons to a librarian for more in-depth or specialized subject instruction in database use and advising on search strategies and techniques; and work with Library Director to conduct inventories and update and maintain reference collections and related guides and Web-pages.

Serials - Receive and process periodicals and serials in all formats using library systems and prepare them for use; identify missing items and use appropriate claiming methods to obtain missing materials; identify changes in title or status of standing order serials and periodicals and notify cataloging; work with vendor to troubleshoot serial related problems.

Cataloging and Bibliographic Control - Perform copy cataloging of library materials using the OCLC database and its utilities (on-line cooperative cataloging system) for a selected or wider range of library materials, such as monographs, serials, periodicals, on-line journals, electronic-based materials, media materials, and other print and non-print materials; may perform adaptive cataloging of selected library materials using templates or available related cataloging records; conduct bibliographic searches; update and maintain bibliographic records on the library's systems; acquire bibliographic records from electronic resource vendors and provide access through college on-line catalog; and monitor authority control and cross reference records.

Strategic Thinking – Keeps the College's strategic objectives in mind when developing and contributing to plans and initiatives for own area of responsibility. Makes informed decisions based on a clear understanding of the impact and consequences involved.

Change Adaptability – Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., systems, tools, resources, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.

Communication and Networking -

Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.

Drive for Results – Actively supports the continuous improvement of policies to reduce inefficiencies and better achieve goals. Respectfully holds people accountable for the quality of their work and minimal errors. Strives to achieve challenging goals and works through obstacles.

Talent Development – Sets appropriate targets and provides open and constructive feedback to work group. Shares growth opportunities within the college and motivates team to build on the capabilities required to progress. Proactively spends time with work group to build rapport. Actively resolves problems within own work group.

SPECIAL SKILLS AND ABILITIES: 1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Knowledge of: managerial principles; student services administration principles and practices at post-secondary institutions; records maintenance principles and practices; budgeting principles and practices; program management principles; higher education principles and practices. Demonstrated skill in: mediating conflict; supervising and providing leadership to subordinate staff; developing, recommending, implementing, and monitoring policies, procedures, and work flow; developing and facilitating information sessions, presentations, and/or workshops; preparing a variety of reports related to departmental activities, including statistical analysis; developing and managing a budget; evaluating assigned programmatic area for compliance with applicable regulations; speaking in public; coordinating the preparation and publication of a variety of reports and/or promotional materials; conducting research to identify solutions, resolve problems, or provide information; working with diverse academic, cultural and ethnic backgrounds of community college students and staff; utilizing computer technology for communication, data gathering and reporting activities; communicating effectively through oral and written mediums. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve

practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. 2. Computer Skills: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.). 3. Software Used: Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), student information systems, and database applications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skills is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.