

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Electronic Resources Coordinator	FLSA Status:	Exempt
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DEPARTMENT:	Library	REPORTS TO:	Director of Library Services
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Position Summary: Under indirect supervision, the Electronic Resources Coordinator provides support to implement and coordinate the library's electronic environment including all activities (including cataloging) having to do with the library's automated system and access to all electronic resources. This position works closely with the Director of Library Services to manage library software training for library employees; represents Panola College Library with selected system software vendor for applications and software upgrades and at user group meetings; manages the Library's automation activities in each of the library's service areas; works closely with assigned staff to solve technical problems and recommend solutions to library management; serves as advisor for the library's web page; provides reference services at the Information Desk as needed. This position reports to the Director of Library Services.

Position Responsibilities:

- Maintains the library's automation system.
- Serves as liaison with ILS system vendor (OCLC).
- Serves as electronic resource vendor contact, trials manager, and advisor on electronic purchases.
- Serves as contract compliance coordinator between software vendors and library.
- Manages all electronic resources processes (web access, electronic journal access, library OPAC, and e-books) that provide 64 hours of service each week in the library and 24/7 via the Internet.
- Manages staff users in library automation system, sets up user parameters within the software, maintains documentation on all library decided parameters, institutes security policies and procedures.
- Maintains the library web page and electronic signage.
- Provides statistical reports on a monthly basis, responds to requests for reports as needed.
- Manages all general training on the library automation system.
- Implements software upgrades from ILS vendor, tests software and trains staff on changes in software procedures.
- Facilitates/troubleshoots off-campus access for library resources.
- Works with Acquisitions Librarian to provide optimal data management and accurate catalog records.
- Responsible for original, complex and copy cataloging of materials in all formats including electronic resources. Reviews and implements new cataloging workflows as technologies change.
- Provides departmental supervision and training to staff and student assistants in cataloging and support tasks.
- Oversees library inventory.
- Reviews cataloging policies and procedures and implements improvement.
- Other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in Computer Science, Computer Engineering, Information Technology or equivalent of related degree, or a combination of education, training, and significant work experience. Experienced development in Windows and web-based applications. Library experience preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Ability to deal with employees, students, and the public in a courteous manner.
- Ability to make decisions of other than a routine nature in order to meet controlling conditions.
- Knowledge of computerized circulation system.
- Ability to assist all patrons in using personal computers and products on local area network.
- Experience creating and maintaining websites.
- Software purchasing, installation, configuration, and maintenance.
- Interpret needs and design/create appropriate working software solutions according to library needs.
- Maintain confidentiality
- Prepare accurate and complete reports
- Read and understand technical manuals and online documentation
- Assists with maintaining and operating network system
- Tactfully interact with and respond to staff and patron technical problems
- Work a flexible schedule

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment
- Will be responsible for moving and setting up equipment when necessary.
- Physical effort required with the employee occasionally lifting and/or moving up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.