

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Librarian-Electronic Resources	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:

- Supervises library staff and student workers in the absence of the Director of Library Services.
- In charge of digitizations of materials for electronic reserves and archival of college related materials.
- Maintains the library's automation system.
- Serves as liaison with ILS system vendor (OCLC).
- Along with the Instructional Services Librarian, serves as a departmental liaison by selecting materials, providing instruction and preparing collection assessments of electronic resources.
- Manages all electronic resources processes (web access, library OPAC) to provide access in person during physical hours of service each week in the library and 24/7 via the Internet.
- Manages staff users in the 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.
- 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 LMS vender, tests software and trains staff on changes in software procedures.
- Facilitates/troubleshoots off campus access for library resources.
- Works with the Library Director to provide optimal data management and accurate catalog records.
- Responsible for original, complex and copy cataloging of materials in all formats including electronic resources, print materials, equipment, streaming media, and institutional archival materials. 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.
- Serves on committees as assigned.
- Provides research services through individual consultations, chat and regularly scheduled hours at the Information Desk (Reference) including evening and weekend rotations as needed.
- Participates in professional development including some travel.
- Evaluates workflows to maximize efficiency and enhance effective access to electronic resources.
- Evaluates e-resources for relevancy, ease of use, cost and content overlap/gaps.
- Documents procedures to set-up and maintain e-resources.
- Reviews cataloging policies and procedures and implements improvement.
- Provides technical support for all databases.

- Collaborates with Library Director, library staff and faculty members for collection development and budgeting purposes.
- Responsible for the ongoing assessment of the collections and their use to include weeding of materials when necessary.
- During reference desk rotation: responsible for reserving and scheduling study rooms.
- Other duties as assigned.

Minimum Position Requirements:

- Master of Library Science degree from an American Library Association accredited program required. At least 2 years experience directly related to the duties and responsibilities specified, preferred. Experience working in an academic library and shared environment preferred.

Knowledge, Skills, and Abilities Required:

- Knowledge of the principles and practices related to electronic resources and electronic collections.
- Excellent organizational and analytical skills with an aptitude for detailed work.
- Ability to juggle multiple tasks, exercising sound judgement in setting work priorities.
- Ability to be flexible with a high tolerance for complexity and ambiguity.
- Ability to effectively, promptly, and consistently communicate in a courteous and professional manner, both verbally and in writing.
- Knowledge of the range of content usage statistics and the ability to extract/present them in a meaningful way.
- Ability to initiate, plan, implement and assess projects, and complete them in a timely manner.
- Familiarity with markup languages (e.g. HTML, SML, wiki).
- Ability to approach problems in a proactive, positive way.
- Commitment to superior customer service.
- Ability to frame situations according to others' perspectives in order to facilitate troubleshooting (with vendors, consortia, IT, patrons).
- Conceptual and practical knowledge enabling interoperability between library e-resource such as the LMS (WMS), discovery layers (WorldCat), digital repository (ContentDm), proxy server (EZproxy), and patron's devices.
- Conceptual and practical knowledge of MARC and other metadata, cataloging standards, and bibliographic utilities.
- 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.
- Experience creating and maintaining websites.
- Maintain confidentiality
- Prepare accurate and complete reports
- Read and understand technical manuals and online documentation
- 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.