Heritage University

JOB DESCRIPTION

TITLE: Systems, Access, & Discovery Librarian

COLLEGE/SCHOOL/DEPT: Library

REPORTS TO: Library Director

FLSA: Exempt

SALARY: $59,500 - $66,386

POSITION SUMMARY:
The primary responsibility of this full-time position is to improve and sustain a variety of library systems to ensure reliable and efficient access to the library's collections and resources. This librarian is responsible for ensuring optimal and accurate discovery and access to library resources. This position requires advanced competence with integrated library systems (currently Ex Libris' Alma Primo VE). Provides ongoing technical support for a variety of library systems and applications, including the proxy server, link resolver, open URL, off-campus authentication, interlibrary loan management system, and other web-based applications including Springshare.

The position will also manage circulation/reserves/ILL lending, supervise student workers, maintain records, and perform other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other patrons of our services, learns, and uses operating practices of the department and Heritage University.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.

4. Administers, configures, troubleshoots, and implements procedures, configurations, and workflows.
    a. Support online discovery of library resources via the Library's ILS' the Alma repository and the Primo VE discovery layer as well as other eResources.
        i. This includes service configurations, integrations, upgrades, enhancements, or other fixes; day-to-day management, and maintenance.
        ii. Resolves connectivity issues, authentication, database and e-journal changes, subscription platform changes, network, and IP issues, etc.
    b. Serves as co-administrator of WorldShare Management Services system.

5. Supports the discovery of and access to the Library's collections by performing copy, original, and complex cataloging for materials in all formats.
    a. Ensures accurate holdings and metadata by evaluating, updating, and resolving metadata standards and schema including Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification (DDC), and Machine-Readable Cataloging (MARC).

b. Maintains accuracy of electronic serials subscriptions.

6. Oversees the circulation of the collections and equipment in a shared circulation/reserves/reference service setting.
    a. Regularly assists in the operation of front-line service in directing student inquiries, computer troubleshooting, printing, reserving study rooms, circulating materials, and reference, as needed.
    b. Oversees lending interlibrary loan requests.
7. Keeps up-to-date records of acquisitions and circulation of materials, maintains inventory, and corrects cataloging errors.
    a. Prepares statistical reports using COUNTER (Counting Online Usage of NeTworked Electronic Resources) 5 as well as Alma, Springshare, and WorldShare analytics for IPEDS and accreditation reporting as well as to assist with resource allocation, identify trends, improve metadata descriptions, and gap analysis.

8. Trains, guides, and supervises student employees.

9. Maintains awareness of professional developments, issues, and practices

KNOWLEDGE, SKILLS, AND ABILITIES *REQUIRED*:

Knowledge
- Master's degree in Librarianship from an American Library Association (ALA) accredited program or equivalent.
- Two or more years of relevant experience
- Experience managing electronic resources
- Understanding of EZ Proxy
- Grounding in the theories, concepts, principles, and techniques of librarianship for technical and public services.
- Familiarity with current models, issues, best practices, and emerging trends in the profession.

Skills
- Administer, configure, troubleshoot, and coordinate Alma/PrimoVE functionality and related to e-resources and applications, to ensure reliable and efficient access to the Library's collections and resources.
- Capable with Microsoft 365 Suite including the Office apps/programs (notably Word and Excel), Teams, One Drive, Zoom, and use of shared calendars.
- Strong interpersonal skills in working with library users and colleagues.
- A strong customer service ethos.

Abilities
- Support Heritage University's commitment to diversity, equity, inclusion, and belonging.
- Excellent analytical, problem-solving, and organizational skills.
- Respond effectively to multiple competing priorities and tasks.
- Show initiative, flexibility, creativity, and innovation while working independently or with others.
- Foster cooperation and collaboration through excellent oral, written, and interpersonal communication skills.
- Able to lift and move boxes weighing up to 40 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES *PREFERRED*:

Knowledge
- Professional working proficiency in Spanish
- Knowledge of U.S. Copyright Law sections 107 and 108 as it applies to libraries.
- Experience or familiarity with digital archives or digital repository software
- Experience or familiarity with title selection plans, such as Patron-driven Acquisition (PDA).
- A bachelor's degree or equivalent experience in computer science, information design, network technology.

Skills
- Basic competency with MS Access, HTML, CSS, SQL, Javascript, PHP, XML and/or APIs.
- Experience working with regular expressions, Perl or Python.
- Supervisory experience, particularly with student workers.
- Successful grant writer

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):
• Health Benefits - medical, dental, and vision
• No cost life insurance.
• Paid Time Off
• 18 Paid Holidays
• Matching 403(k) Contribution after a year of service.
• Tuition Waiver Program
• Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
• Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:
• Cover letter (please address all position qualifications – required and preferred)
• Resume
• List of References (names, email addresses & phone numbers of 3-5 current professional references)
• HU Employment Application   LINK: Employment Application

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.