

JOB DESCRIPTION

TITLE: Access, Discovery & Systems Librarian

DEPT: Library

REPORTS TO: Library Director

FLSA: Non-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. As a member of a small library team, the incumbent brings competence with FOLIO and EDS or similar integrated library systems and discovery services. The incumbent also provides operational oversight for managing core systems, infrastructure, metadata, and discovery optimization along with other resources and platforms.

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, and optimizes FOLIO and discovery service, EDS. This is in addition to managing system maintenance, upgrades, enhancements, troubleshooting, security enhancements, and documentation regarding the operation and development of their resources, discovery interface, and support.
5. Supports systems discovery through metadata standards, descriptive operations, and authority control, notably Library of Congress subject headings, and Library of Congress classification.
 - a. Applies automated library cataloging, metadata standards, descriptive operations, and authority control including MARC and non-MARC formats as well as RDA, AACR2, OCLC, and LCNAF.
 - b. Leads the maintenance and updating of the discovery layer, including record loads, holdings, and links, and library databases, including routine upgrades, data migrations, and record clean-up activities.
 - c. Manages, maintains, installs, and supports all library digital and print resources, platforms, and tools, especially the integrated library system, discovery service,

ebook packages, databases, streaming videos, and other e-resources; trains staff and patrons in their use.

6. Collaborates closely with a variety of stakeholders to ensure cooperative initiatives to advance the preservation, discovery, and access of digital archival content.
 - a. Participates in selecting, implementing, and maintaining digital repository software or platforms (e.g., Omeka, Collection Space, Islandora).
 - b. Develops and implements policies, workflows, and standards for digital collection management and preservation.
 - c. May provide guidance and training on digital archiving best practices to faculty, staff, and students.
7. Collects and reports usage data across electronic and print resources to inform evidence-based collection development, information literacy, reference, and public service, and facility decisions.
 - a. Participates in collection management efforts by evaluating decision-making process for subscription renewals, evaluating existing holdings, and contributing to user-centered policies and workflows that support evidence-based collection management.
 - b. Uses SQL to Write Data Collection Queries for annual IPEDS and other reports
8. Participates in Library Leadership
 - a. Ability to work in a collaborative, consensus-oriented team environment while also having the ability to take initiative and exercise independent judgement.
 - b. Encourages a collegial environment in which all members feel valued, that they have a stake in the endeavor, are part of the team, and are stakeholders in the Library's mission, goals, and objectives.
9. Provides both in-house and external instruction and training.
 - a. Assists with information literacy instruction. This includes both individuals and groups, notably single sessions in person and electronically, as well as in the creation and delivery of online instructional materials.
 - b. Develops, provides, and maintains standard operating procedural training resources to promote consistency and efficiency in areas of responsibility that enhance the knowledge, skills, and abilities of library colleagues.
 - c. Manage Springshare LibGuides.
10. Leads and develops strategic and operational goals for assigned areas.
 - a. Understands Artificial Intelligence considerations as they relate to identifying, evaluating, reporting, recommending, and deploying (as applicable) innovative technological systems, and tools to improve technological issues, workflow, services, and better meet the users' experience.

- b. Contributes to technical planning, budgeting, and priority management to implement processes to maintain a technology infrastructure and digital initiatives services that deliver outstanding user experiences and facilitate access to the Library's collections.
- c. Builds and nurtures collaborative relationships with internal (e.g., IT and faculty) and external users and strategic partners to achieve the Library's technology goals and enhance its service delivery.
- d. Participates in adding donated collections, collection inventory, decolonizing the catalog, conversion of childrens' & YA literature and special collections from DDC to LC, developing an online archive, and other projects.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- 1. Other responsibilities, shared by all library staff, include customer service, reserves, stacks management/maintenance, printing services, study room reservations, and
- 2. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- 1. Master's degree in Librarianship from an American Library Association (ALA) accredited program or equivalent.
- 2. Knowledge of technical management of integrated library systems, database management procedures, content management systems, institutional repositories, link resolvers, digital object identifiers (DOI), proxy servers, and authentication systems.
- 3. Knowledge of U.S. Copyright Law sections 107 and 108 as it applies to libraries.
- 4. Experience or familiarity with digital archives or digital repository software.
- 5. Experience or familiarity with title selection plans, such as Patron-driven Acquisition (PDA).
- 6. Professional working proficiency in Spanish, preferred.

Skills

- 1. Basic competency with MS Access, HTML, CSS, SQL, XML and/or APIs. Capable with Microsoft 365 Suite, including the Office apps/programs (notably Word and Excel), Teams, One Drive, Zoom, and use of shared calendar.
- 2. The position requires attention to detail, organizational, analytical, and problem-solving skills as well as the ability to maintain accuracy.

Abilities

- 1. Excellent analytical, problem-solving, and organizational skills.
- 2. Excellent communication and interpersonal abilities.
- 3. Able to effectively engage with a variety of audiences to communicate with technical and non-technical audiences, including staff, the public, vendors, and IT personnel.
- 4. Able to lift and move boxes weighing up to 25 pounds.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No-cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans 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: [HU 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.