VIRGINIA THEOLOGICAL SEMINARY

Title of Position: Discovery and Technology Services Librarian

Department: Bishop Payne Library
Reports To: Seminary Librarian

Work Schedule: 40 hours/week, including one evening/week-end shift

Job Status: Full-time
FLSA Status: Exempt
Positions Supervised: Supervisory responsibilities will be determined based on the selected candidate's qualifications, experience, and the needs of the organization

POSITION SUMMARY

The primary role of Resource Discovery and Technology Services Librarian is to manage, maintain, and support all library digital and print resources, platforms, and tools, especially the integrated library system, discovery service, ebook packages, and databases, and to train staff and patrons in their use. This position also ensures that acquisitions and cataloging of all library materials are completed accurately, in a timely manner, and in accord with professional standards.

ESSENTIAL FUNCTIONS

- Provides digital resource acquisition, configuration, licensing, maintenance, updates, and support for the library's integrated library system, proxy server, ebook subscription packages, online databases, streaming videos, and other e-resources. Implements system upgrades and migrations and monitors system security.
- Maintains the library discovery layer, including record loads, holdings, and links.
- Provides reference assistance, user instruction, and technical support to library patrons and staff.
- Manages automated contracted authority control.
- Provides analysis of e-resource usage data and other statistical reports to the Seminary Librarian.
- Monitors trends in digital resources and emerging library technologies to make recommendations for improvements and future directions.
- Serves as the library's liaison to the seminary's IT contractor for library network, system, hardware, and software needs.
- Manages license agreements and invoices and monitors license compliance.
- Researches the cost, purchase options, and coordinates the acquisition of new digital resources.
- Prepares budget requests for e-books, digital resources, and subscriptions and tracks expenditures.
- Maintains excellent vendor relations and serves as liaison for digital services access troubleshooting.
- Participates in staff rotation of librarian on duty for evening/weekend coverage. Participates in library staff meetings.
- Performs other duties as assigned by the Seminary Librarian.

POSITION QUALIFICATIONS

Competencies:

- Effective communication, interpersonal, and analytical skills, and ability to work effectively with coworkers, supervisors, and patrons required.
- Knowledge of integrated library systems, database management, content management systems, institutional repositories, link resolvers, digital object identifiers (DOI), proxy servers, and authentication systems.

SKILLS & ABILITIES

Education:

- ALA-accredited master's degree in library science required.

Experience:

- Experience managing an integrated library system and discovery layer, preferably Innovative Interfaces and Ebsco Discovery Service.
- Experience with licensing and configuration of digital resources.
- Demonstrated knowledge of MARC formats, RDA, Library of Congress subject headings, and Library of Congress classification required.
- Experience with OCLC Connexion, Catalogers Desktop, Classification Plus, and BackStage authority control preferred.
- Experience with e-book acquisition methods and troubleshooting digital resource access issues preferred.
- Supervisory experience preferred.
- Familiarity with the Episcopal Church preferred.

Required Skills:

- Knowledge of trends and issues in existing and emerging academic library technologies.
- Excellent data management and database technology skills.
- Excellent organizational skills to ensure achievement of objectives within established timeframes, working independently and as a member of a team.
- Attention to detail and ability to meet scheduling expectations.

PHYSICAL DEMANDS

- Stand, walk, sit, type, reach outward, reach above shoulders up to 8 hours/day. Ability to move library materials up to 35 pounds.

WORK ENVIRONMENT

Core functions of job mainly on site; able to work remotely on certain projects with approval of supervisor and Head Librarian. Remote options, including full-time work from home, may be allowed in emergency situations.