ILLINOIS COLLEGE OF OPTOMETRY

Job Description

LIBRARY

ELECTRONIC RESOURCES AND SYSTEMS LIBRARIAN

LEVEL: Exempt

SALARY: $46,000 - $52,000

REPORTING RELATIONSHIP: Reports to the Library Director

The Electronic Resources and Systems Librarian is a critical member of the library staff and is responsible for taking a leadership role in the negotiation, procurement, licensing, renewal, and management of electronic information and the consortial resources of the ICO Library. This position facilitates patron access through the administration of the library’s electronic resources, the library’s technical services and integrated library system, all system and electronic resource operations, and of the content available on the library’s website. The librarian will be readily available to troubleshoot problems and communicate resolution to library staff, faculty and students. Other duties include the management of the library’s mobile and social media presences, and for the Vision Cite database and client list. Currency with new library technologies, and experience with electronic resources and ILS management are critical components of the position.

ESSENTIAL JOB FUNCTIONS:

TECHNOLOGY AND ELECTRONIC RESOURCES ADMINISTRATION

• Assesses, investigates and recommends new projects, products, services, technologies and best practices for library use and in support of the library’s mission
• Participates in the planning and budgeting for library technology and electronic resources
• Provides support for development and maintenance of all library technologies and electronic resources
• Serves as liaison to technology and electronic resource vendors
• Participates in the assessment and analysis of electronic resource usage statistics
• Trains and advises staff, faculty, and students regarding the use of library technology
• Collaborates with the other librarians in developing licensing policies and workflows
• Enhances and maintains the library’s mobile sites and other technology tools
• Creates and maintains procedures and training materials for library system administration and inventory, functions
• Manages the proxy server
• Maintains a knowledge base for electronic and system resources

INTEGRATED LIBRARY SYSTEM ADMINISTRATION

• Operates and continually enhances the library’s integrated library system (currently SIRSIDynix)
• Identifies and repairs library hardware, software and network problems related to the library’s technology in conjunction with the ICO IT Department
• Produces, customizes and/or trouble shoots SIRSI reports
• Administration of the RFID detection system
• Manages the annual inventory

LIBRARY WEBSITE MAINTENANCE AND ADMINISTRATION

• Upgrades the content and design of the library website as new requirements arise
• Maintains the library website and web pages on the faculty and student portals in conjunction with the ICO Media/Communications and IT Departments
• Other duties as assigned

VISION CITE DATABASE ADMINISTRATION

• Administration of Vision Cite client list and database
• Assists with the editing of VisionCite entries and article indexing for VisionCite data entry activities
• Assists with the review of new VisionCite keywords for accuracy in data entry and error detection
MARGINAL FUNCTIONS (Assists with as needed):

- Reference and research assistance to the ICO community
- Supervision of work study students
- Cataloging, circulation and acquisition function: cataloging and classification of monographs, serials, microforms and other materials by utilizing AACR2 rules, the LC Classification scheme and RDA (as needed)
- Daily interlibrary loan services
- May conduct information literacy sessions for students and residents
- Compiles statistics required for reports and for the evaluation of the collection and the library’s services
- Other job related duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Masters Degree in Library and Information Science
- Knowledge of health sciences resources and health sciences academic library environments
- 3-5 years of professional experience in an academic health sciences library or related academic library
- Experience with integrated library systems or directly related systems, SIRSI Dynix or equivalent
- Strong communication, project management and organizational skills
- Strong service orientation
- Ability to handle multiple priorities and simultaneous deadlines
- Pleasant demeanor and ability to work collaboratively with others
- Ability to communicate well
- Must be able to lift up to 30 lbs.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience in web applications and in web design
- Knowledge of and competence in librarianship at the professional level with special reference to library systems, cataloging, classification, and circulation procedures
- Experience with HTML and XML
- Experience as an electronic resource manager of linking technology (open URL resolver) and discovery tools
- Attendance must be in accordance with ICO policies
- Ability to meet deadlines regardless of circumstances or pressures
- Supervisory experience
- Ability to work with minimal supervision if required

Preferred CORE Hours

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NOTE: FLEXIBILITY TO OCCASIONALLY WORK DURING EVENING AND/OR WEEKEND HOURS.

The Illinois College of Optometry and the Illinois Eye Institute has no contract or implied contract with its employees concerning the terms and conditions of employment. The Illinois College of Optometry and the Illinois Eye Institute and its employees each have the right to terminate the employment relationship at any time, with or without notice and no officer or employee of Illinois College of Optometry or Illinois Eye Institute has the authority to alter or amend this expressed policy except the President, who is authorized to alter or amend this expressed policy only in writing. Termination issues regarding faculty are governed by the Faculty Handbook.

Please submit a cover letter referencing this position along with your resume to the e-mail below:

Illinois College of Optometry/Illinois Eye Institute
3241 South Michigan Avenue
Chicago, IL 60616
E-Mail: cweber@ico.edu

No phone calls, please.
We are an EEO Employer