University of Wisconsin-Superior
Associate Academic Librarian
Jim Dan Hill Library
Position Description

Working Title: Systems and Digital Services Librarian
Hays Hill Title/Level: Academic Librarian, Associate level
Appointment: Annual (12 month), renewable, 100% appointment
Position Reports to: Director, Library

Position Summary:
The Systems and Digital Services Librarian administers and maintains the library's website and databases via EZProxy, the integrated library system (Ex Libris' Alma/Primo), Lib-Guides™, and other library services. The position includes close collaboration with other UW System libraries, and with the campus Technology Services unit. The Systems & Digital Services Librarian works with colleagues to integrate and monitor library systems to improve the user experience; participates in the library's reference services and teaches in the library's information literacy program; serves as a liaison to one or more academic departments; and acts as a liaison to distance learning students. This position is also responsible for monitoring and implementing best practices and trends in emerging technologies to best serve library users. Professional librarians actively engage with peers in the library, campus, and the UW System; and are leaders in library, university and UW System committees as assigned.

Duties:
- Administer the integrated library system (Alma/Primo), which includes but is not limited to planning for and implementing upgrades, quality control, client trouble-shooting, developing customizations, patron record loads, by liaising with vendor & UW System.
- Provide technical expertise, day-to-day administration, and broad support for traditional and emerging library hardware and software solutions and standards.
- Coordinate with campus information technology for hardware and software upgrades.
- Develop, establish and oversee procedures and work standards for maintenance, troubleshooting, problem reporting and tracking.
- In collaboration with Technical Services unit of the library, provide management of the library's electronic resources, including activating/de-activating, troubleshooting access problems, and collecting use statistics.
- Keep current with identifying, evaluating, and implementing new and emerging technologies.
- Work collaboratively with others on systems-related, technology-related, and digitally based projects.
- Implement training for librarians and library staff on library systems and technologies.
- Serve as liaison for outreach and technical support to the Distance Learning Program and students.
- Participate in UW System Library's Shared Systems Contacts Group, the Electronic Resources Interest Group, and other committees as assigned.
- With the Librarian Team, provide reference services to the campus community.
- With the Librarian Team, teach instruction sessions across the curriculum that incorporate information literacy skills according to current and emerging standards.
- Work collaboratively with librarians, faculty and staff on collection development for assigned liaison subject areas, including assisting in identifying potential Open Access resources.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of current and emerging library technologies; and how they serve users.
- Knowledge of working with social networking tools.
- Knowledgeable in providing library instruction.
- Knowledge of library liaison responsibilities.
- Skilled with Ex Libris library systems products such as Alma/Primo.
- Skilled with many of the specific technologies used in current library technology systems such as: HTML/CSS/Javascript, XML/XSLT, Python/Zope/Plone, PHP/CakePHP, Java/Tomcat, Apache Web Server, MySQL.
- Strong problem-solving skills and ability to determine effectively the root cause of issues and implement the appropriate solution.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, a positive attitude and enthusiasm for learning.
- Technical skills and a willingness to develop new competencies.
- Ability to have a broad vision of a modern academic library's role online.
- Ability to develop online instruction materials.
- Ability to work with course management systems (CANVAS).
- Ability to work with diverse cultures and learning styles.
- Ability to work in a team-oriented environment.

Required Qualifications Include:

- ALA accredited master's degree from an accredited institution.

Desirable Qualifications Include:

- Experience in the planning, coordination and management of any 'core' library technology systems: integrated library system, resource discovery, federated search, link resolver, proxy server, interlibrary loan or e-reserve systems.
- Experience in providing library specific technology support.
- Experience in providing reference services.