SYSTEMS AND METADATA LIBRARIAN (or SPECIALIST)

The University of Rio Grande/Rio Grande Community College seeks qualified candidates for the position of Systems and Metadata Librarian (master’s degree required) or Specialist (bachelor’s degree considered). Reporting to the Library Director, this full-time position is offered with a comprehensive benefit package including health insurance, retirement, life and disability insurance, paid leave, educational benefits, and all other benefits associated with full-time employment.

POSITION SUMMARY:

In support of the technical services functions of the Jeanette Albiez Davis Library, this position oversees the administration of the institution’s Integrated Library System (ILS); maintains access to digital resources; performs original and copy cataloguing of library materials in all formats; supervises the physical processing of all library materials; and participates in both the development and maintenance of the Library’s collections.

ESSENTIAL DUTIES:

- Assist the Library Director with technology planning and project implementation.
- Administer, maintain, and enhance library systems, primarily the ILS, which may involve assisting with and troubleshooting issues with Innovative Interfaces, Inc.’s Sierra platform. However, responsibilities may also include the implementation and oversight of a discovery service (e.g., EDS—EBSCO Discovery Service, Summon, or Encore) or a digital repository, utilizing a digital collection management system such as DSpace, Omeka, or CONTENTdm.
- Work with Library Staff and University’s Campus Computing & Networking (CCN) Services to resolve issues with library technology systems and improve access to academic and other quality information resources.
- Work with Library Staff and University’s Campus Computing & Networking (CCN) Services to maintain Library’s Website.
- Oversee the acquisition, cataloging, classification, and processing of all library materials.
- Complete batch loading and batch editing of eBook records from OhioLINK into the ILS and monitor their access points through the system’s URL Checker module.
- Comply with Federal Depository Library Program (FDLP) guidelines, maintain records and links to select digital government documents (basic core collection) within the ILS to ease and ensure public access.
- Conduct systematic weeding of the collection.
- Collects data and runs regular reports on technical services-related activities.
- Assist the Library Director along with other members of the Library Staff with establishment, evaluation, and revision of library policies and procedures related to the use of the Library and its resources.
- Serve as liaison to various vendor, service providers, and resource sharing networks, as needed (e.g., OhioLINK, OhioNET, iii—in Innovative Interfaces, Inc., Brodart Books & Library Services, and GOBI Library Solutions from EBSCO.)
- Serve a collection development liaison to assigned departments, facilitating communication with teaching faculty to obtain recommendations for new acquisitions.
- Serve on Library, University, consortia, and professional committees as elected or assigned.
• Remain up-to-date on emerging trends and best practices related to technical services, digitization, and libraries. Provide appropriate training for Library Staff or others interested parties on new developments in the field, as needed.
• Assist patrons in the use of the Library in cooperation with Reference and Circulation Staff, as needed.
• Share in evening and weekend duty with other Library Staff as required so that the Library is adequately staffed at all times.
• Assist with the physical upkeep of building by addressing and reporting housekeeping, maintenance, and security issues, as needed.
• Supervise and train Student Assistants, as needed.

POSITION QUALIFICATIONS:

A Master’s degree in Library Science (MLS), Library Information Science (MLIS) or the equivalent from an ALA-accredited program is required for Librarian position. Will also consider a Bachelor’s degree for Specialist position. Cataloging experience and strong technical/computer literacy skills preferred. Familiarity with iii’s Sierra, MARC formats for bibliographic and authority records, and the management of discovery services is also desired. Ability to communicate effectively and a strong commitment to both public service and teamwork is expected.

SPECIAL REQUIREMENTS/SKILLS:

• Experience in using OCLC bibliographic utilities, LCSH, MARC integrated format, AACR2, RDA descriptive and subject cataloging as well as Dewey Decimal and Library of Congress Classification Systems and other library metadata standards.
• Knowledge and experience with Web-based technologies and customization applications using HTML, CSS, XML, and/or PHP, JavaScript or PERL.
• Awareness of current trends in library-related technology as well as experience with software programs and products associated with library functions (e.g., ILS, proxy servers, LibGuides, and OCLC’s WorldShare.)

APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter (detailing their interest and qualifications), current resume, as well as the names and contact information of at least three references to:

Mr. Chris Nourse
Director of Human Resources
Application Link: https://www.rio.edu/job-opportunities

Review of applications will begin immediately. Best consideration given to applications received by November 15, 2019. Position is open until filled. Background check and official transcripts required prior to hire.

*The Jeanette Albiez Davis Library has holdings in excess of 580,000 items, including 104,000 volumes, 450,000 units of microforms, and over 2,000 audio-visual materials. Davis Library subscribes to over 130 current paper periodicals and maintains a collection of approximately 30,000 government documents as*
selective U.S. Government Documents Depository. Davis Library is also member of OhioLINK, Online Computer Library Center (OCLC), and OHIONET, a statewide network of OCLC participating libraries.

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. The campus of the university and community college is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity Employer. For additional information about Rio, please visit:

www.rio.edu