

Specialist, Senior Library - Technical Services

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 182504

Job Series/Job Family: Instructional Technology Series / Library Family

Reports To

Head Librarian, Technical Services and Library Automation

Job Purpose

Update and maintain bibliographic and authority control and metadata activities for all formats and collections.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees the loading and maintenance of vendor supplied cataloging and electronic resource records.
2. Maintains statistics related to bibliographic and authority control, metadata or system activities.
3. Oversees the transfer and maintenance of authority records to and from authority control service.
4. Maintains links from catalog to resources and synchronizes cataloging records with link resolver services as required.
5. Activates link resolution services upon addition of new resources to the library collection.
6. Performs weekly heading report maintenance activities in library in integrated library system.
7. Acts as expert for file transfer activities.
8. Assists Head Librarian in evaluating quality of data in integrated library system, including bibliographic and authority records, electronic resources or metadata, and recommends changes in workflow or practices if needed.
9. Assists Head Librarian with workflow redesign and prioritizing and managing bibliographic or authority control projects.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Protocols for search and retrieval, messaging and networking such as IP, FTP, HTTP, telnet, Z39.50
- Cataloging and authorities standards and practices
- Network security standards
- Java and Java clients
- Standards and best practices in electronic resource or metadata management

Preferred

- MARC and indexing standards and practices.
- Knowledge of various printer drives and receipt, networked or label printers.
- OpenURL, HTML, XM, SGML.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working independently and within a team.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Planning and managing projects.
- Following instructions precisely and demonstrating accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Preferred

- Ability to learn, analyze, and utilize existing and emerging metadata standards.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and spreadsheet applications.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- One year related work experience in a business environment, library or information center with direct involvement with large, highly-structured database systems and applications.

Preferred

- Batch-loading of third-party MARC or data records.
- Cataloging applications and software.
- Interacting with IT professionals.
- Working with software upgrades and enhancements.

Education

Required

- Bachelor's degree from accredited school in computer science or management information services.

Other

Preferred

- Basic troubleshooting of hardware and software including desktop/laptop computers, printers, and other equipment. Knowledge of LC/NLM library classification systems.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.