

## **ELECTRONIC RESOURCE LIBRARIAN/INSTRUCTOR**

Florida Parishes Campus

### **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Florida Parishes Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before March 23, 2019. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email: [veronicaflynn@northshorecollege.edu](mailto:veronicaflynn@northshorecollege.edu) or [hr@northshorecollege.edu](mailto:hr@northshorecollege.edu)**

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### **Job Summary:**

The librarian works Circulation/Reference and Cataloging independently to perform complex, highly specialized, technical tasks to facilitate and support site library operations and academic programs.

Incumbents are responsible for overseeing daily operations of the library and support library policies and administrative functions.

The librarian oversees the daily circulation operations which include: check library materials in and out using library systems; update and maintain patron database; prepare circulation reports; handle lost and damaged materials; oversee stack maintenance; assist patrons in finding materials and with questions related to circulation policies and procedures; resolve patron problems related to circulation functions; maintain monthly and annual statistical reports.

The librarian is required to have full proficiency in all technical aspects of work assignments including knowledge of library collection organization and classification scheme and the ability to interpret bibliographic records; ability to resolve highly complex problems related to the use of bibliographic records (i.e., serial title changes, special languages and/or formats, etc.); ability to create and edit problematic bibliographic entries for the library online automated system, Sirsi Symphony, using accepted library standards and procedures. The librarian must have a strong understanding of how to access electronic resources and assist students, faculty and staff in the use of such resources.

The librarian is responsible for the implementation and maintenance of library technology platforms and for ensuring timely and reliable access to holdings via the library's discovery tools (EDS). The e-Resources librarian will assist the Library Director in the procurement, licensing, management, and assessment of the library's electronic resources to include OERs (Open Educational Resources). In collaboration with other librarians, the librarian will also support academic research for students and faculty by participating in instruction and reference, the creation of LibGuides and collection development activities.

As an instructor, the employee will be responsible for providing instructional services in the area of development technical education.

This position may require travel between campus locations.

### **QUALIFICATIONS:**

**Education:** Completed or close to completion of a MLIS or equivalent from an ALA-accredited School of Library and Information Science. Must hold a minimum of Bachelor's degree in the teaching discipline of Bachelor's degree with competencies in teaching discipline; or have other equivalent qualifications.

**Experience:** Experience in an academic, school or research library setting with a demonstrated background in electronic resources management. Familiar with bibliographic utilities, such as OCLC, an integrated library system (SirsiDynix Symphony or Enterprise), and a library discovery system (EDS). Fluency with Microsoft Office products and a strong proficiency with spreadsheet and database applications is required; must have strong analytical and problem-solving skills. Must have working knowledge of link resolvers, library discovery systems, OpenURL syntax, HTML, XML, and database design and function. Comprehensive knowledge of electronic resources, vendors of information services and resources and serials industry is essential. Thorough knowledge of acquisitions procedures preferable. Must be able to read, interpret, and apply policies, procedures, and practices. Must be capable of handling multiple priorities, making independent decisions, and resolving problems. Position requires a detail-orientation with a commitment to thorough and accurate work. The ability to work effectively with others and with little supervision is essential.

**Experience:** One or more years' experience working as library technical support with circulation, booking, interlibrary loan, e-Cataloging, and maintaining statistical reports; ability to communicate library policy and procedures and operate library software, equipment, and systems.

### **70% Librarian:**

1. Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations;
2. Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional areas;
3. Familiar with online database research for purposes of instruction for students/faculty/staff
4. Demonstrates problem solving and research skills to address standard and non-standard work problems
5. Demonstrates ability to compile and present information in an organized manner;
6. Ability to edit problematic bibliographic entries for libraries online automated system using
7. Accepted library standards and policies;
8. Maintain a working knowledge of and operate computer software, i.e., Word /PowerPoint/Excel, etc. to produce reports and printed materials as required and assist patrons;
9. Assist with collection development;
10. Recommend and implement changes in library policies and procedures;
11. Assist in planning and conducting training programs or workshops, both internally and externally;
12. Serves on standing committees;
13. Effective communication and interpretive skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources;
14. Strong written and verbal communication skills to be able to prepare internal library reports and written and visual presentations on library resources and present them to library patrons, including students;
15. Thorough knowledge of online databases, system and resources, including the ability to perform complex online searches.

#### **Electronic Resources**

1. Manages the library's electronic resources and oversees all aspects of the electronic resources life cycle (acquisition, access, administration, support, and evaluation).
2. Supervises and trains student workers to assist in everyday library function support. Assists with electronic resource staff training and backup when needed.
3. Oversees access to the library's discovery services (Ebsco Discovery Service) and collaborates with webmaster librarian on necessary updates to website.
4. Responds to, investigates, and resolves performance issues related to access and maintenance of electronic resources. Coordinates with LOUIS Consortium Team and NTCC I.T. to maintain off-campus proxy access to electronic resources.
5. Provides feedback to Library Director on technical compatibility of resources with existing technology and services infrastructure.
6. Performs holdings maintenance of electronic resources. Updates changes in publisher collections, access URLs and A-Z list in collaboration with library webmaster.
7. Assists with library assessment initiatives. Compiles usage statistics for annual reporting, both for internal and external purposes. Prepares and disseminates statistical reports assessing the use of electronic resources.
8. Collaborates with faculty regarding eResources and OERs in support of curriculum.
9. Performs other duties as assigned by the Director of Library Services.

### **30% Instructor:**

- **Instructional/Teaching Performance**

- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Meet deadlines related to this function.

- **Program Coordination/Instructional Development**

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

- **Program/Instructional Management**

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually

Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.

Meet all deadlines related to this function

- **School or Classroom Management**

Practice appropriate safety precautions

Maintain student discipline

Meet all deadlines related to this function

Maintain accountability of all assigned books, equipment, and supplies

- **Student Guidance/Advising Activities**

Provide career counseling and academic advising

Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.

Serve special populations

Make appropriate referrals to students with special needs

Maintain appropriate number of students in class and in program

Meet all deadlines related to this function

- **College and/or Community Services**

Participate in recruitment activities, i.e. career fairs, etc.

Maintain program accreditation/certification or program licensure requirements

- **Provide service to the College that may include some of the following activities:**

Sponsor student organizations

Serve on or chair committees

Conduct or coordinate teaching consultant activities

Facilitate workshops

Teaching consultant activities

Teach continuing education or customized industry courses

Provide routine equipment maintenance

Initiate and write new program proposals

Serve on College committees as required

- **Provide service to the community that may include:**

Participate in health fairs

Participate in charity or community activities

Meet all deadlines related to this function

- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**

Complete coursework or degrees

Membership in professional organizations

Serve on a Board or in an Office of professional association

Present a paper or facilitate a workshop at a professional conference

Participate in a Leadership Academy

Serve on an external institutional or program accreditation team

Participate in industry visits

Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.

Meet all deadlines related to this function

- **Perform other related duties as assigned**

#### **Areas of Expertise Include:**

**Circulation - Open and close the library; maintain the Circulation and Media Desks; process overdue notices and bills, including handling overdue notices to patrons and maintaining accounting records in the library system; assist with processing fines and replacement charges in Sirsi Symphony; answer directional question; process reserve items; assist with shelving and/or shifting stacks materials; maintain monthly and annual circulation statistics.**

**Interlibrary Loans - Handle the borrowing and/or lending requests for library materials from patrons; retrieve and process requests; verify eligibility of requests; verify bibliographic information and conduct bibliographic searches related to requests; troubleshoot problem requests; compile and analyze borrowing and lending statistics; and follow-up on overdue materials and recalls.**

**Reserves -Consult with faculty about course materials to be placed on print or e-reserve; provide assistance to faculty in organizing materials to be placed on reserve; process both paper and electronic materials to be placed on reserve; ensure that copyright requirements are met for all reserve items; maintain reserve collection; e-reserves, and related Web pages; and administer reserve module in the library system.**

**Reference - Staff reference or information desk and provide basic reference assistance to patrons in person, over the telephone, or on-line; provide basic information about, and general instruction in, using reference tools and databases, referring patrons to a librarian for more in-depth or specialized subject instruction in database use and advising on search strategies and techniques; and work with Library Director to conduct inventories and update and maintain reference collections and related guides and Web-pages.**

**Serials** - Receive and process periodicals and serials in all formats using library systems and prepare them for use; identify missing items and use appropriate claiming methods to obtain missing materials; identify changes in title or status of standing order serials and periodicals and notify cataloging; work with vendor to troubleshoot serial related problems.

**Cataloging and Bibliographic Control** - Perform copy cataloging of library materials using the OCLC database and its utilities (on-line cooperative cataloging system) for a selected or wider range of library materials, such as monographs, serials, periodicals, on-line journals, electronic-based materials, media materials, and other print and non-print materials; may perform adaptive cataloging of selected library materials using templates or available related cataloging records; conduct bibliographic searches; update and maintain bibliographic records on the library's systems; acquire bibliographic records from electronic resource vendors and provide access through college on-line catalog; and monitor authority control and cross reference records.

**Strategic Thinking** – Keeps the College’s strategic objectives in mind when developing and contributing to plans and initiatives for own area of responsibility. Makes informed decisions based on a clear understanding of the impact and consequences involved.

**Change Adaptability** – Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., systems, tools, resources, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.

**Communication and Networking** -Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.

**Drive for Results** – Actively supports the continuous improvement of policies to reduce inefficiencies and better achieve goals. Respectfully holds people accountable for the quality of their work and minimal errors. Strives to achieve challenging goals and works through obstacles.

**Talent Development** – Sets appropriate targets and provides open and constructive feedback to work group. Shares growth opportunities within the college and motivates team to build on the capabilities required to progress. Proactively spends time with work group to build rapport. Actively resolves problems within own work group.

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**Experience:** One or more years’ experience working as library technical support with circulation, booking, interlibrary loan, e-Cataloging, and maintaining statistical reports; ability to communicate library policy and procedures and operate library software, equipment, and systems.

#### **SPECIAL SKILLS AND ABILITIES:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills. Ability to demonstrate competence in areas expected to teach. Ability to plan, organize and instruct quality educational programs. Ability to communicate effectively with adult learners and to maintain good relationships with staff, faculty, and students. Ability to exercise individual initiative, independent actions, and sound judgment. Ability to perform basic math computations including adding, subtracting, multiplying and averaging all units of measure. Ability to compute fractions, percents and decimals. Ability to use effective critical thinking, problem solving and decision making skills.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or

feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTERPERSONAL SKILLS:**

Effective written and verbal communication skills are required. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.