I. DEPARTMENT: University Libraries

II. POSITION: User Interfaces Librarian

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant

V. POSITION No.: 1496

VI. JOB PURPOSE:
This faculty position provides leadership and direction for the design, development, and implementation of the various online interfaces that provide access to the resources and services of the University Libraries. As a member of the University Libraries’ faculty, he/she participates in the Collection Development Program, the User Instruction Program, staffing of the Research and Information Services (RIS) desk, and also serves as Liaison Librarian to one or more academic department(s).

Combining his/her practical and theoretical knowledge of library practice and underlying principles with his/her technical expertise, he/she advises and consults with departments and/or individuals involved in developing and/or maintaining library resources and services that are accessed remotely. The focus will include cross-platform interactivity to dynamically enhance resource access and content delivery. He/she coordinates and participates in the maintenance of the University Libraries’ web presence as well as the Online Catalog search functions, the EZ Proxy configuration, and other centrally supported library web-based interfaces. His/her efforts focus on identifying and implementing strategies to maximize the effective presentation and use of internet accessed resources to meet the needs of library users and library personnel. The User Interfaces Librarian is a faculty member in the Library Information Systems (LIS) Department and participates fully in the programs and services of that department including managing appropriate server-based applications. Along with the Department Head and other faculty in the department, he/she participates in planning and determining strategic directions for the LIS Department of the University Libraries.

VII. DUTIES AND RESPONSIBILITIES
A. Assumes responsibilities as a faculty librarian in one of the departments of the University Libraries.
   1. Provides leadership in designing, developing, and implementing the electronic interfaces that sustain access to the services and resources of University Libraries’.
   2. Applies his/her theoretical knowledge of library principles to the design and structures of the University Libraries’ internet presence.
   3. Provides leadership and coordination for the work of the Libraries’ Interfaces Team.
   4. Applies the principles of information storage and retrieval and the organization of knowledge as information to inform his/her planning for web interaction with diverse users exhibiting wider-still user behaviors and highly diverse skills and abilities of inquiry and research methodology
   5. Represents the Libraries’ interests campus-wide in matters related to the use and administration of the externally managed content management system as it influences the Libraries’ presence and interactivity on the internet.
   6. Represents the Libraries with local and regional groups addressing matters related to development and use of user interfaces.
   7. Prepares appropriate reports related to internet based services, resources, and issues.
8. Develops mechanisms for evaluating the effectiveness and user friendliness of the
user interfaces implemented by the University Libraries and its various departments.
9. Participates in accomplishing the work of the various projects and activities
undertaken by the Library Information Systems Department.
10. Participates in troubleshooting users’ technical problems throughout the University
Libraries as they pertain to interactive systems.
11. Serves as an application administrator for the proxy server and/or other appropriate
servers supported by the Library Information Systems Department.
12. Works with other library faculty and staff, ITS personnel, consortium partners, and
external service providers, including but not limited to publishers, vendors, content
providers, and technology suppliers to ensure reliable and consistent user interfaces.
13. Participates in planning, developing, and implementing the services and activities of
the Information Systems Department.

B. Participates in faculty governance and provides input into library decision-making.
   1. Participates in faculty meetings and works with colleagues to implement the agreements
      reached through collective decision-making.
   2. Stays abreast of current trends and best practices in areas of responsibility and takes steps
      necessary to integrate these into the University Libraries as appropriate.
   3. Serves as collection developer and library liaison for assigned academic department(s).
   4. Participates in providing direct user assistance at the RIS (Research and Information
      Services) Desk on a scheduled basis.
   5. Participates as an instructor in the Libraries’ user instruction program.
   6. Serves on committees and task forces in the libraries and on campus as a part of his/her
      role as a member of the library faculty.
   7. Serves on committees and task forces in appropriate organizations and agencies on the
      local, state, and national levels as a part of his/her obligations to provide service to the
      profession.
   8. Participates in the Faculty Senate and other campus-wide faculty activities as
      opportunities present themselves.

C. Maintains and documents a program of research and continual learning that promotes his/her
   own professional growth and development and contributes toward the achievement of the
   libraries’ organizational mission.
   1. Conducts qualitative and/or quantitative research in subjects and disciplines related
      to one or more aspects of librarianship, the broader field of information sciences, or
      another subject of his/her choosing.
   2. Seeks grant funding to support research or experimentation in his/her field(s) of
      interest or to benefit the library overall.
   3. Seeks opportunities to publish research findings in professional publications and to
      make formal presentations at professional meetings.
   4. Participates in formal and informal programs of continual learning that will
      enhance his/her professional expertise and contribute to his/her overall
      effectiveness as a faculty member.

D. Performs other duties as assigned.
   1. Participates in library-wide projects and activities as needed.
   2. Undertakes other tasks assigned by the Department Head and/or the Dean of
      University Libraries.
   3. Serves on Libraries or University committees, teams, or task forces as assigned.
VIII. DIRECTION RECEIVED:
Reports to Department Head for Library Information Systems

IX. DIRECTION GIVEN:
Supervises the work of staff involved in development and maintenance of the Libraries’ user interfaces.

X. JOB SPECIFICATIONS:
This is a 12 month, tenure track, faculty position that requires an ALA accredited M.L.S and appropriate, relevant library work experience. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. Possession of a second graduate degree, or significant continual progress toward completion of a second graduate degree is required to be eligible for tenure or promotion.

XI. SPECIAL CONDITIONS:
This position requires a varying work schedule and may include some evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS
1. Knowledge of the principles and practices of design and development as related to user interfaces.
2. Demonstrable experience with web authoring and functional design as applied in a library setting, preferably in an academic library.
3. Advanced technical knowledge and expertise as well as theoretical and applied understanding of the roles and functions of an academic research library serving an intellectually and scholastically diverse community.
4. Familiarity with issues involved in use and design of user interfaces, especially as they relate to the academic library including adaptive use and accessibility.
5. Understanding of library user search behavior and ability to translate that knowledge into the functionality of the user interfaces for the University Libraries.
6. Ability to effectively design and implement dynamic user interfaces that support interoperability of the local integrated library system’s online public access catalog (OPAC) with the Content Management System (CMS) and various external databases with variant discovery and inquiry platforms.
7. Ability to supervise the work of others.
8. Good oral and written communication skills.
9. Must have good interpersonal skills and demonstrate a commitment to public service.
10. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
11. Must be able to assume responsibility and accomplish established goals in a timely manner with little or no supervision.
12. Evidence of potential to maintain an ongoing program of faculty involvement and development at a level that would merit tenure and promotion.
13. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.
14. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues and situations.

XIII. WORKING CONDITIONS:
Technologically oriented academic research library where the principal means of intellectual and scholarly interaction with our community depends upon effective and reliable user interfaces,
providing a dynamic and interactive presentation and discovery platform for the faculty and students as well as the broader, world-wide intellectual community of scholars. This position relies on extensive technical expertise but also has a strong public service component requiring regular interaction with the public in person, by telephone, and/or electronically. The position requires some standing, walking, bending, stooping, and reaching in order to help to solve user problems. The position requires extensive work on a computer and eye sight that will support close attention to detail. The position requires travel to other locations to assess and plan for needs of branch libraries or partner libraries as well as to participate in appropriate professional development opportunities.