

- I. DEPARTMENT: University Libraries – Library Information Systems
- II. POSITION: Assistant/Associate Professor
[Internal title: Systems Librarian]
- III. CLASSIFICATION: Faculty
- IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 003231, JN 12482
- VI. JOB PURPOSE:

This is a nontenure track Library Faculty position that provides leadership and direction for the management and supervision of the University Libraries' information systems platforms including, but not limited to, the integrated library system (currently III/Sierra including catalog and OPAC), Springshare Apps, and EZProxy. Responsibility is exclusive of the institutional repository, UL web interface, and digital commons.

The Systems Librarian is a faculty member in the Information Access Services (IAS) Department and participates fully in the programs and services of that department, including the maintenance and support of appropriate services. They participate in planning and determining strategic directions for the IAS Department.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time. As a member of the University Libraries' faculty, they participate in faculty shared governance and are eligible for promotion in rank.

VII. DUTIES AND RESPONSIBILITIES:

- A. Assumes responsibilities for the management and supervision of the University Libraries' information systems platforms.
1. Provides leadership in planning, support, implementation, maintenance, and system updates of the University Libraries' Integrated Library System (ILS), supporting library operations across the University Libraries' branches and three partner libraries. [Current ILS: III, Sierra]
 2. Serves as the leader of the Integrated Library System Advisory Council [ILSAC] which advises, guides, and implements developmental and procedural changes in the ILS as used for the benefit of the University Libraries and our system partners.
 3. Assumes responsibility for the development and maintenance of the ILS Web interface, also known as the online public access catalog (OPAC).
 4. Applies the principles of information storage and retrieval, bibliographic record structures, and organization of information to inform their planning for the ILS which must support the needs of diverse users exhibiting variant skills and abilities with inquiry and research methodology.
 5. Manages the preparation and execution of file and database uploads using knowledge and skills of data profiling and cataloging requirements for all units in the University Libraries as needed and directed.
 6. Prepares appropriate reports related to the ILS, its operation, and implementation.

7. Assumes responsibility for the UL license and contract with Springshare, providing leadership and support for the available platforms, i.e., LibGuides, LibCal, etc., and communicates relevant and timely contractual information.
8. Assures functional and content integration between the ILS and implemented discovery platforms, supporting the electronic resources available.
9. Participates in troubleshooting users' technical problems as part of the Information Access Services Department in cooperation with the Electronic Resources team.
10. Assumes responsibility for the maintenance and development of the EZ-Proxy server's configuration. Collaborates with ITS/Enterprise Infrastructure Services for the software and OS upgrades and security.
11. May participate in the Libraries' reference services either in-person or virtually including chat, research consultations, and course embedding.

B. Participates in faculty governance and provides input into library decision-making.

1. 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.
2. Serves on committees and task forces in the Libraries, on campus, and throughout the region.

C. Performs other duties as assigned.

1. Participates in library-wide projects and activities as needed or assigned.
2. Undertakes other tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries or their assigns.

VIII. DIRECTION RECEIVED:

Reports to Head, Information Access Services and/or designee.

IX. DIRECTION GIVEN:

Supervises the work of the staff assigned to the Information System unit and oversees the day-to-day operations of the unit.

X. JOB SPECIFICATIONS:

This is a full-time, 12 month, nontenure track, faculty position that requires an ALA accredited MLS and appropriate, relevant library work experience. Faculty members are expected to provide professional service and encouraged to conduct research and publish their work in appropriate professional publications.

XI. SPECIAL CONDITIONS:

This position is exempt from wage and hour restrictions. Faculty are expected to work to the fulfillment of their duties and responsibilities as identified in the position description. The expectation is that University faculty will fulfill their work obligations on campus. To fulfill the mission and purpose of the University of Memphis, the specific tasks and responsibilities of all positions may be modified as the needs of the University Libraries change, and technology evolves.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

A. Knowledge of the principles and practices of Integrated Library System management.

- B. Experience working with one or more large scale Integrated Library System.
- C. 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.
- D. Knowledge of bibliographic record structures that translates into effective planning for optimal functionality of the integrated library system.
- E. Ability to supervise the work of others.
- F. Good and demonstrable oral and written communication skills.
- G. Must have good interpersonal skills and demonstrate a commitment to public service.
- H. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
- I. Must be able to assume responsibility and accomplish goals with little or no supervision.
- J. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

This is a technologically oriented academic research library where the Information Access Services Department assumes responsibility for the integrity and completeness of the bibliographic database that supports user access to the vast array of resources provided by the University Libraries. Position relies on extensive technical expertise but has a public service component requiring regular interaction with the public by telephone and/or electronically.

Updated: September 2026