

- I. DEPARTMENT: University Libraries – Library Information Systems
- II. POSITION: Assistant/Associate Professor
[Internal title: Integrated Library System Librarian]

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 3231

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' Integrated Library System (ILS). This position is responsible for assuring the maintenance, development, and quality of the underlying bibliographic database and works closely with other faculty and staff to achieve those goals; may exercise supervisory and workflow responsibilities for cataloging personnel as needed and directed. May exercise supervisory and workflow responsibilities for information systems personnel as needed and directed.

As a member of the University Libraries' faculty, he/she participates in faculty shared governance, the Collection Development Program and serves as Liaison Librarian to one or more academic department(s). The incumbent may participate in the Libraries' instruction program. Libraries' faculty may teach credit classes and are eligible for promotion in rank.

Combining his/her practical and theoretical knowledge of library practice and the underlying principles with his/her technical expertise, he/she provides advice and consultation to departments and/or individuals in maximizing the use of the ILS to accomplish the work of the University Libraries. His/her efforts focus on identifying and implementing strategies to maximize the effective use of the various components of the ILS to meet the needs of library users and library personnel. The ILS Librarian is a faculty member in the Library Information Systems (ILS) Department and participates fully in the programs and services of that department including the maintenance and support of appropriate services. He/she participates in planning and determining strategic directions for the LIS Department.

VII. DUTIES AND RESPONSIBILITIES

- A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
1. Provides leadership in planning, support, and implementation of the University Libraries' Integrated Library System and its continued upgrades. [Currently: III, Sierra]
 2. Applies his/her theoretical knowledge of library principles to planning for and implementing the various components and functions of the Libraries' integrated library system.
 3. Coordinates the work of the ILS support team that will provide advice and feedback on the ILS and assist with implementing changes.
 4. 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.
 5. Assumes responsibility for the development and maintenance of the ILS Web interface.

6. Applies the principles of information storage and retrieval, bibliographic record structures, organization of information to inform his/her planning for the ILS which must support the needs of diverse users exhibiting variant skills and abilities with inquiry and research methodology.
 7. Prepares and executes 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.
 8. Represents the libraries with local and regional groups addressing matters related to the Integrated Library Management System.
 9. Prepares appropriate reports related to the ILS, its operation, and implementation.
 10. Maintains good working relationships with appropriate personnel at partner libraries, the ILS vendor, other libraries, and collaborates with other university technical support personnel as appropriate.
 11. Participates in accomplishing the work of the various projects and activities undertaken by the Systems Department on behalf of the University Libraries.
 12. Assures functional and content integration between the ILS and implemented discovery platforms, supporting the electronic resources available.
 13. Participates in troubleshooting users' technical problems as part of the Library Information Systems (LIS) Department in cooperation with the Electronic Resources team.
 14. Serves as a service administrator for appropriate services, not limited to the ILS, supported by the LIS Department.
 15. Participates in planning, development, and implementation of the services and activities of the LIS Department.
 16. May participate in the Libraries' instruction program.
 17. Serves as a Library Liaison to one or more academic departments and participates in appropriate collection development initiatives as appropriate.
- 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 on committees and task forces in the Libraries, on campus, and throughout the region.
 4. 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 or the broader field of information sciences.
 2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
 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 or assigned.
 2. Undertakes other tasks assigned by the Dean/Executive Director or the Associate Dean of University Libraries or their assigns.
 3. Serves on Libraries or University committees, working groups, and/or task forces as assigned.

VIII. **DIRECTION RECEIVED:**

Reports to Dean/Executive Director or the Associate Dean of University Libraries or their assigns.

IX. **DIRECTION GIVEN:**

Supervises the work of the staff involved in ILS support. May supervise cataloging personnel or direct the workflow of that activity area.

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 conduct research, provide professional service, and publish their work in appropriate professional publications. A second graduate degree is recommended for promotion.

XI. **SPECIAL CONDITIONS:**

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

In order 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, currently Innovative Interfaces' Sierra.
- 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 and experience with large scale, networked, integrated, library-specific information systems.
- E. Knowledge of bibliographic record structures that translates into effective planning for optimal functionality of the integrated library system.
- F. Thorough knowledge and understanding of bibliographic database structures and current cataloging practice and supporting utilities.
- G. Familiarity with and/or experience with web design and/or development.
- H. Ability to supervise the work of others.
- I. Good and demonstrable oral and written communication skills.
- J. Must have good interpersonal skills and demonstrate a commitment to public service.
- K. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
- L. Must be able to assume responsibility and accomplish goals with little or no supervision.

- M. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
- N. Ability to work effectively with a highly diverse group of University faculty, staff, students, public, and coworkers in a courteous and professional manner.
- O. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library where the ILS is the primary gateway to the vast resources available to students, faculty, and the broader community. Position relies on extensive technical expertise but has a public service component requiring regular interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, stooping, crawling, and reaching in order to solve user problems. Responsibilities require handling and manipulation of heavy, yet sensitive, electronic equipment and careful connection of delicate component parts. Individual must be able to lift up to 30 pounds. Position requires travel to other locations to assess and plan for needs of branch libraries and/or partner libraries.