Title: Systems Librarian

Department: Mabee Learning Center

Needham Rankin

3/26/2019

Prepared by date

Approved by date

Supervision received: Director of Library Services

Supervision given: Collections Assistant, Student Workers

Expectations for all employees
Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- Commitment to the essentials of the Christian faith.
- People are treated with dignity and respect.
- Relationships are built on honesty, integrity, and trust.
- Excellence is achieved through teamwork, leadership, and a strong work ethic.
- Efficiency is achieved through wise management of human and financial resources.

Purpose
The Systems Librarian is responsible for electronic resources, databases, services, and discovery. The incumbent will also assist as a team member to promote, develop and deliver library instruction, reference services, and online resource support.

Essential functions
- Oversee and maintain the ILS, library databases, and other electronic resources.
- Work with database vendors/support to ensure proper function of databases.
- Facilitate and manage the discovery, access and usage of electronic library resources by the OBU community.
- Evaluate and monitor new and emerging technologies and resources in libraries.
- Provide instructional and reference service (including some weekend and evening hours).
- Provide collection development support.

Other duties
- Provide services and assistance as needed to support the mission of the library and the university.
- Serve on university committees as assigned.
- Participate in and support university life.
Knowledge, skills, and abilities
 Excellent interpersonal, organizational, written, and oral communication skills.
 Ability to work effectively and collaboratively with colleagues, students, faculty, and staff.
 Enthusiasm for learning and applying new technologies in the academic environment.
 Skilled ability relevant to the organization and discovery of electronic information, including facility with SQL, HTML, CSS, and related schema.

Education
Preferred: Master’s Degree in Library/Information Science from an ALA accredited library school/university.
Required: Bachelor’s degree in a related field AND:
Currently working toward an ALA accredited master’s degree in Library and Information Science OR extended experience in a related field.

Experience
Experience relevant to the organization and discovery of electronic information. Reference and instruction experience in an academic library and contemporary discovery platforms preferred.

Equipment
 Apple/PC and relevant Office suite software
 Printers, copiers
 Library Management System
 Classroom technology

Complete this section after reviewing the description with the employee.
OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during ☐ New Employee Orientation ☐ Performance Evaluation*.

Employee signature Date Supervisor signature date

*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.