

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Systems Librarian**

Department: **Mabee Learning Center**

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

New  Revision:  FLSA: exempt

*HR Office only*

IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_