JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Systems Librarian</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library - Information Systems &amp; Technology</td>
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<tr>
<td>POSITION NUMBER:</td>
<td>PL3019</td>
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<tr>
<td>BARGAINING UNIT:</td>
<td>CUFA</td>
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GENERAL DESCRIPTION:

The Systems Librarian is a member of the Library’s professional team, reporting to the Associate University Librarian, Information Systems and Technology.

As member of the Library’s Information Systems and Technology team, the Systems Librarian actively participates in the planning, development and management of the Library’s information systems and applications. The incumbent assesses, implements and manages systems & technologies to support students and faculty in their research, teaching and learning activities.

The incumbent contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES:

1. Within a team environment, develop, implement, manage and support information systems and applications.
2. Work cooperatively with the Bureau de coopération interuniversitaires (BCI) libraries to administer, implement, and develop the shared Library Services Platform.
3. Provide overall support to staff using the shared Library Services Platform.
4. Extract, load, manipulate data; design reports with data from the Library Services Platform.
5. Work with APIs and programming languages to solve issues and develop innovative services.
6. Serve as project manager for systems projects.
7. Lead and participate in the development and implementation of technology-driven projects and services.
8. Collaborate to integrate library applications with other campus systems and with cloud services.
9. Participate in the implementation and management of authentication systems and in the resolution of access issues.

10. Provide software applications workshops to staff, researchers, faculty and students to support University & Library teaching, learning and research.

11. Participate in university and library committees & working groups.

12. Keep current with developments in academic libraries and new developments in information technology.

13. Perform other tasks and duties as assigned.

QUALIFICATIONS:

Professional expertise

1. Graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Quebec.

2. A minimum of two (2) years experience with library systems and technologies or equivalent work experience.


4. Experience with HTML/CSS, XML/XSLT, OpenURL and MARC.

5. Experience writing new code with at least one programming language and work with APIs.

6. Experience manipulating large data sets

7. Familiarity with the use of authentication systems in academic libraries.

8. Strong analytical & technical thinking skills and good systems troubleshooting skills.

9. Ability to provide support and instruction to faculty, students, researchers and staff in area of software/systems expertise

10. Knowledge of current trends and issues in information technology and libraries

11. Project management skills and interest in working with project management tools.

General Competencies

12. Strong leadership, organizational and interpersonal skills.

13. Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.
14. Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

15. Ability to handle multiple priorities and tasks as well as projects.

16. Ability to handle stress, to adapt to and lead change.

17. Excellent communication skills. Strong analytical and creative problem-solving skills.

18. Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

19. Oral and written fluency in English. Professional level of French communication is required.

Approved: {Jean-Marc Edwards}

March 5th, 2020