UNIVERSITÉ
Concordia
UNIVERSITY

JOB DESCRIPTION

POSITION TITLE:	Web Services Librarian
DEPARTMENT:	Library - Information Systems & Technology
POSITION NUMBER:	LTA
BARGAINING UNIT:	CUFA

General Description:

The Web Services Librarian takes overall responsibility for the design and management of the Library's website. The incumbent works collaboratively to develop, support and manage the Library's web presence, applying principles of usability and accessibility, to improve the web delivery of services to students, faculty, staff and the wider community. He/she liaises with the University Communications Services to ensure the Library's website is in line with the University's visual identity and strategic priorities. He/she works closely with the library's technology group and the library's communication team.

The Web Services Librarian reports to the Associate University Librarian, Information Systems and Technology.

Responsibilities:

1. Provide vision, leadership, and expertise in the organization, design and maintenance of the Library's website and digital presence.

2. Implement and manage site structure, navigation tools and search engine optimization; monitor and report on web analytics data to inform design decisions.

3. Work closely with the library web team to manage, develop and offer a user-friendly and dynamic website in compliance with web standards and university guidelines.

4. Collaborate with librarians and staff to conceptualize, implement and improve the delivery of library services on the Library's website and other Library/University digital systems (e.g. digital signage/wayfinding and digital collections discovery).

5. Develop and recommend policies, standards, and guidelines for web content development, implementation, and management.

6. Design and carry out assessment of the website's usability and users' needs.

7. Works closely with the Library's communication team and with University Communications Services (UCS).

8. Provide instruction and skills development sessions for library users, librarians and staff.

9. Provide service in the Webster Library Technology Sandbox (Makerspace), as needed.

10. Participate in internal and external committees and teams as required.

11. Keep current with changing professional expectations, service requirements, and developments in academic libraries.

12. Actively explore new technologies.

13. Perform other tasks and duties as assigned by the Associate University Librarian, Information Systems and Technology.

Essential qualifications:

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 and (2) years of relevant work experience or less depending on the relevance of the experience.

Knowledge of website development and administration using standards-based, user-centered information architecture.

Knowledge of issues surrounding web site development and maintenance.

Knowledge of different web browsers, web standards, cross-platform design issues.

Knowledge of and experience with HTML5/CSS3, XML, PHP and JavaScript.

Knowledge of Adobe Creative Suite, of web content management software such as Adobe AEM, WordPress.

Experience with and knowledge of current trends and issues in web technologies and usability assessment.

Knowledge and experience in the use of information resources and systems.

Strong leadership abilities, communication and interpersonal skills to manage projects, work with teams and provide training.

Demonstrated project management & organizational skills; ability to effectively manage multiple projects concurrently.

Ability to work constructively, collaboratively and tactfully, exercising good judgment.

A proven service orientation and a strong commitment to professional development.

Excellent writing skills.

Proven creative and analytical thinking skills, excellent problem-solving ability and resourcefulness.

Oral and written fluency in English is essential. Good conversational French is an asset.