



JOB DESCRIPTION

POSITION TITLE:	Systems Librarian
DEPARTMENT:	Library
POSITION NUMBER:	LTA
BARGAINING UNIT:	CUFA
STATUS:	Limited Term Appointment

GENERAL DESCRIPTION

The SYSTEMS LIBRARIAN is a member of the Library's professional team, reporting to the ASSOCIATE UNIVERSITY LIBRARIAN, COLLECTION SERVICES.

The SYSTEMS LIBRARIAN is a member of the team preparing for the implementation of a shared library services platform for Quebec university libraries, taking an active role in such aspects as data migration, reviewing and testing functionality, providing information and training sessions for staff, and assessing impact on other library services. The incumbent may additionally be responsible for coordinating existing digital services applications as assigned and participating in innovative technology projects.

RESPONSIBILITIES

1. Collaborating closely with the Associate University Librarian, Collection Services and all members of the project team at Concordia and at the consortial level, contributes to multiple activities required for the implementation of a shared library services platform for Quebec university libraries.
2. Participates in the implementation of systems for other consortial functions, such as interlibrary loans or consortial purchasing of electronic resources.
3. Participates in testing of functionality and data migration iterations for the shared library services platform.
4. Designs queries and executes reports, as needed.
5. Assists with creating or updating staff documentation for the shared library services platform, as assigned.
6. Participates in the design and delivery of information and skills development sessions for librarians and staff for the library services platform and related technology.
7. Coordinates existing digital services applications, as assigned.
8. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.
9. Performs other duties as assigned.

QUALIFICATIONS

Professional Expertise

A 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 Québec.

Minimum of one (1) year of professional experience with library systems and technologies, preferably in an academic or research library environment. Familiarity with Innovative Interfaces Sierra is an asset.

Experience with the initial configuration and ongoing maintenance of an integrated library system or library services platform, including data migration and mapping.

Demonstrated analytical, technical and troubleshooting skills for complex applications.

Knowledge of data formats and technology standards relevant to academic library systems.

Demonstrated ability to develop and deliver effective instructional and skills development sessions on library technology to library staff.

Knowledge of information technology issues and trends and their impact on library services and collections.

General Competencies

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Demonstrated project management skills and ability to handle multiple priorities and tasks as well as projects.

Ability to shift priorities in a demanding and rapidly changing environment.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

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

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

Oral and written fluency in English is essential. A professional level of oral and written French is required, fluency preferred.

Approved: [Pat Riva]

Date: March 15, 2019