

**POSITION OPENING**

**Date: March 26, 2013**

**Job Title**: **Systems and Electronic Resources Librarian**

**Closes**: Open until filled. Priority consideration will be given to applications submitted by May 1, 2013.

**Location**: [South Puget Sound Community College](http://www.spscc.ctc.edu/), Olympia, Washington

**Salary:** This is a full time faculty, tenure track position. Salary is $47,521.00 per contract year (177 days).

South Puget Sound Community College anticipates an opening for a Systems and Electronic Resources Librarian and seeks to establish a pool of qualified candidates for the 2013-2014 academic year.

The Systems and Electronic Resources Faculty Librarian reports directly to the Director of Library, Media and eLearning and is responsible for providing leadership, vision, and direction for electronic resources management. The librarian monitors trends and best practices in academic library electronic resource management, assists in establishing standards for electronic resources management, and recommends and implements changes to improve patron access to library resources.

In addition, the responsibilities of the librarian include serving as a reference librarian, providing information literacy instruction to classroom and on-line courses, and serving on faculty or college committees. Reference duties may require some weekend or evening hours.

**Essential Functions/Typical Duties:**

* Coordinates all stages of the life-cycle of acquired electronic resources, working closely with the Library Director and other faculty librarians to acquire new resources using best practices and state-of-the-art tools.
* Plays a central role in gathering and evaluating all analytics associated with electronic

resources management. Collects and analyzes usage data to assist in resource selection decisions.

* Provides leadership in planning for the library’s technology needs, and oversees the purchase and licensing of electronic resources with vendors and publishers and through consortial agreements.
* Researches, evaluates and recommends methodologies, standards, software for the creation and preservation of digital collections; serves as expert to other library and college staff regarding the digitization and preservation of resources and records.
* Management of the library’s integrated system.
* Provides leadership in solving problems associated with delivery of electronic resources. Troubleshoots access problems.
* Serves as the primary liaison to the faculty in assigned departments. Supports the Library through providing in-depth consultation with students and faculty and collaboration in support of ongoing improvement of instructional programs and practices.
* Provides reference and instruction services to library users in individual, group, and classroom settings. Explores effective, innovative ways of providing research instruction to students and faculty, in a variety of formats.

**Minimum Qualifications:**

* A master’s degree from an ALA-accredited institution.
* One year of experience working with electronic resources management combined with a broad understanding of technical services operations.
* Basic knowledge of the rules and practices in descriptive cataloging, authority control, subject headings assignment, classification, and of the MARC21 standards.

**Preferred Qualifications:**

* 3-5 years working with electronic resources management combined with a broad understanding of technical services operations.
* Advanced knowledge of the rules and practices in descriptive cataloging, authority control, subject headings assignment, classification, and of the MARC21 standards, as evidenced by work experience.
* Experience in the purchase and licensing of electronic resources with vendors and publishers and through consortial agreements.
* Knowledge of the management of integrated library systems.
* Knowledge of the methodologies, standards, software for the creation and preservation of digital collections.
* Experience in providing research and information literacy instruction to students and faculty, using current pedagogical theories and a variety of instructional technologies to support teaching and learning.
* Community college library experience.
* Ability to communicate effectively both orally and in writing.
* An appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

**Employment/Compensation:**

This is a full time-tenure track position. The basic assignment is 177 contract days with a salary of $47,521.00. The effective date of employment will be September 16, 2013.

South Puget Sound Community College has an excellent benefit package including health, dental and life insurance, retirement and optional deferred compensation program. For additional information please visit our website: [www.spscc.ctc.edu](http://www.spscc.ctc.edu). Please visit [www.hca.wa.gov](http://www.hca.wa.gov) for health benefit information. The position is eligible to participate in [Public Employees Retirement System](http://www.drs.wa.gov) or [TIAA CREF](http://www.tiaa-cref.org/) retirement plans.

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**Application Process**:

Interested and qualified applicants are required to submit the following materials to the address below.

1. A South Puget Sound Community College [employment application](http://www.spscc.ctc.edu/employment/jobs#Administrative%20Exempt);
2. A letter of application that addresses your qualifications as they relate to the minimum and preferred qualifications described in this announcement;
3. A current resume;
4. Official or unofficial college transcripts; (Official transcripts are required upon hire)

Incomplete application packets will not be considered by the screening committee. All electronic submissions must be MS Word or PDF file formats only. Application materials become the property of South Puget Sound Community College. Questions regarding this position or the recruitment process may call: (360) 596-5500 for assistance.

Please email applications to [jobline@spscc.edu](mailto:jobline@spscc.edu)

or by U.S. mail to: South Puget Sound Community College, Human Resources Office, 2011 Mottman Road SW, Olympia, Washington 98512-6292; by Fax: (360) 596-5706

When selected for an interview, those candidates traveling over 200 miles one way may be reimbursed for travel expenses up to $300.

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. SPSCC is committed to enhancing the diversity of our faculty and staff, as well as our student population. South Puget Sound Community College is a drug-free workplace.

South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. As a condition of employment, new employees must provide proof of identity and employment eligibility.

Applicants needing accommodation in the application process in an alternative format may contact the Human Resources office at (360) 596-5500. A TTY relay service is available by dialing (360) 596-5439.

***South Puget Sound Community College is an Equal Opportunity Employer***

