

Position Description Summary

- Job Title:** Librarian for Discovery Services and Technology
- Department:** Cowles Library, Technical Services Department
- Reports To:** Director of Library Instruction & Technology
Coordinator of Serials, Acquisitions & Electronic Resources (Dual report)
- Classification:** Library Faculty, Exempt
- Supervises:** Library Applications Developer

General Summary:

Coordinate and manage the Library's discovery environment. Manage the integrated library system (ILS) environment for both Cowles Library and Opperman Law Library. Supervise the development of the Library's web presence. Work with Library faculty and staff to develop new—and improve existing—procedures and services.

Essential Functions:

- Provide leadership in the development, management and assessment of the Library's discovery, ILS and web environments.
- Manage the Drake Libraries ILS; provide training on new and existing ILS products/modules. If necessary, develop a detailed migration and implementation plan covering vendor/software package, timeline, cost estimate, intermediate steps, etc.
- Explore possible sources of collaboration in ILS operation and development with the Drake Law Library, the University's affinity institutions, and/or other regional academic and public libraries.
- Oversee the Library's discovery environment. Evaluate, report, and recommend discovery solutions that are responsive to the needs of the Drake community and enhance the University's learning environment.
- Collaborate with Cowles Technical Services to perform new and existing processes, procedures and services; create solutions to make the most effective use of the Library's financial and human resources.
- Serves as a University and Library resource regarding how changes in discovery technology impact knowledge management in general and the higher education learning environment in particular.

Additional Duties:

- Serve on library and University committees, as appropriate.

- Serve as a Library Liaison to the Humanities and assist with collection development efforts in the area of English & Literature.
- Provide library instruction to FYS courses, “one-shot” instruction sessions to courses, or one-on-one reference help as needed or requested.
- Supervise the Web Applications Developer.

Principal Working Relationships:

- Work with Cowles faculty and staff members on committees and working groups.
- Work with Drake faculty, staff and students on University committees and/or state-wide collaborations.
- Collaborate with humanities faculty in the selection of appropriate library resources for their programs.
- Communicate the needs of Drake Libraries to discovery and ILS vendors.

Required Qualifications:

- Master’s degree in Librarianship from an ALA-accredited program, or equivalent degree.
- Ability to communicate with technical and non-technical employees and users.
- Working knowledge of relevant web, social media, and other technologies for digital content delivery.
- Broad knowledge of integrated library system applications.
- Experience with one or more proprietary ILS systems.
- Proficiency in or demonstrated ability to rapidly acquire programming language.
- Ability to understand and effectively manage complex systems.