

## **Liaison and Systems Librarian** **Library and Information Services**

**Position Summary:** Designs, maintains, manages, and assesses the Library's online presence, and maintains remote and on-campus access to all electronic resources. This position is part of the Liaison Librarian Team, which includes providing research assistance, information literacy instruction, outreach, and collection development for assigned academic and co-curricular departments.

**Qualifications:** Master's degree in library science from an ALA accredited program or equivalent; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; some experience in web design (Drupal preferred), management of electronic resources, and online library systems helpful but not required; ability and willingness to learn and adapt to new technologies; detail-oriented with an ability to manage multiple projects. Experience providing reference services, information literacy instruction, and collection development in a library setting desirable. Also requires: strong written and oral communication skills; ability to work effectively both independently and in a collaborative team environment; available to work evening and weekend hours as required.

### **Essential Duties:**

#### *Liaison*

- Serves as a member of the liaison team to provide subject specific instruction, collection development, and research services to meet the needs of students, staff, and faculty in assigned academic and co-curricular departments.
- Promotes Library resources and services to assigned academic and co-curricular departments.
- Provides research service initiatives including e-mail, chat, and in-person research assistance to students, faculty, and staff in the Library and beyond.
- Serves as collection development coordinator for assigned liaison areas.
- Provides instruction and research consultations for students, staff, and faculty in liaison departments. Provides course-integrated information literacy instruction.
- Develops print and online research guides for assigned academic and co-curricular departments.
- Serves on Library, College, and/or professional organization committees.
- Attends workshops, continuing education programs, library conferences, and other professional development opportunities.

#### *Systems*

- Designs and develops the Library's online presence through the Library website using current content management systems and web design tools.
- Manages the implementation and maintenance of electronic resources, acting as a point person for set up and access.
- Maintains and manages library specific software (including OCLC's WMS, Open Athens, ContentDm, Clio, etc.) and supports library staff in its use.

- Troubleshoots all library systems and electronic resources (WMS, ContentDM, electronic journals and databases, etc.).
- Oversees assessment of the Library's electronic presence, including usage of e-resources.
- Assists in preparation of data and analysis of Library services for use in reports.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

**Reports to:** Director, Library and Information Services

3/2018