

## CATHOLIC THEOLOGICAL UNION

### Employee Position Description

<b>Position:</b>	Systems and Electronic Resources Librarian
<b>Supervisor:</b>	Director of Paul Bechtold Library
<b>Hiring Administrator:</b>	Director of Paul Bechtold Library
<b>Employee Classification:</b>	Administrative Staff, full time, exempt

### General Summary

Reporting to the Director of the Library, this position is responsible for the day-to-day management of the library services platform (ALMA) and OpenAthens for authentication of databases.

### Essential duties and responsibilities

- Provide leadership and management for the library services platform (ALMA) as the System administrator
- Responsible for OpenAthens management and maintenance as well as the library's electronic resources management system, including methods for tracking and managing licensing, report gathering and usage
- Serves as primary liaison to CARLI regarding systems, OpenAthens, and the database vendors
- Responsible for ongoing access, management and maintenance of library databases and other library electronic resources and services including troubleshooting and reporting access and authentication issues with vendors as well as managing local configuration and functionality for online databases
- Understands how to catalog or modify e-resource catalog records using MARC/RDA and various metadata schemes for end user access
- Responsible for serials management of print and electronic periodicals and other serials including processing workflows, updating records, and handling any backlogs that may accumulate.
- Has a familiarity with religious, theological, and related resources in electronic formats (Web-based databases, electronic journals, e-books, etc.) and provides leadership and expertise in improving and increasing access to the library's digital offerings
- Ongoing management of e-books available through both the library's online catalog and other databases such as JSTOR and Project Muse.
- Provide as needed instruction to staff in the use of the library services platform
- Works collaboratively with others within the library and the wider CTU community on systems-related, technology-related, and digitally based services and that the Library has a role in supporting

- Generate, complete, and provide annual statistical and compliance reports as necessary
- Maintains CTU Alumni access in OpenAthens
- May be directed to perform job related tasks other than those specifically delineated in this description as designated by the Library Director

**Knowledge, skills, and abilities required:**

- Master's degree in Library Science or Information Science from an ALA accredited institution
- 2 years of experience in an academic library using a library services platform
- Knowledge of library systems, OpenAthens and best practices for using library systems
- Knowledge of electronic resources management
- Excellent written and oral communication/ presentation skills
- Dedication to adhering to CTU's diversity statement and collaborating within a diverse and inclusive environment.

**Preferred:**

- Previous leadership or supervisory experience, including training, mentoring staff, managing workflows, and coordinating projects
- Experience with Alma/Primo and OpenAthens; Alma and Primo VE Administration Certification a plus
- Experience with patron access and data issues
- Project management experience
- Experience with or knowledge of integrating third party applications and services with library systems
- Understanding of authentication processes using LDAP, Shibboleth or similar
- Experience in archival digitization technologies and digital asset management, including ContentDM

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