



Revised May 21, 2008

JOB DESCRIPTION

TITLE: Library Information Services Manager

CLASSIFICATION: Professional, full-time, permanent

REPORTS TO: Library Director

SUPERVISES: Professional staff; library assistants; student workers

NATURE OF WORK: The Library Information Services Manager is responsible for the overall administration and coordination of library technologies and providing and maintaining both physical and bibliographic access to the library's collections. Primary areas of responsibility include providing leadership and strategic planning for the design, integration, and maintenance of technology and the administration of information systems, cataloging, the technical functions associated with acquisitions, and collection maintenance. In most cases, the Library Information Services Manager is responsible for the operation of all information services areas (including policy and procedure development and implementation) with minimal supervision. As a member of the professional staff, this person is part of the Information Literacy Program; contributes to library decision making in policy, general procedures, and collection development; and assists with reference.

TYPICAL DUTIES, TASKS, AND ASSIGNMENTS:

Technology and Library Information Systems:

Manages all library information systems including authorizations and support and works to resolve system-related service issues, coordinating problem resolution as needed with various groups that may include users (faculty, staff or students), library staff in functional areas (access services, acquisitions, cataloging, Kalikow Curriculum Materials Center), and information technology staff (at both the campus and system level.)

Provides leadership and project coordination for technology including assessment, evaluation, planning and development and oversees the setup, configuration, and maintenance of network and computer technologies.

As Webmaster, develops and maintains a high level of functionality, usability, and design structure of the library Web site and Intranet.

Responsible for planning, assessing, implementing and maintaining library information systems

and administering access to information related to library resources and holdings in such systems.

Coordinates technology training of library staff.

Keeps abreast of the changing landscapes of information technologies and shares the knowledge with library colleagues.

Supervises the activities of the Information Technology Librarian.

Cataloging and Classification of Library Materials:

Creates original cataloging as necessary for processing the library's collections.

Supervises all input-cataloging and edit-cataloging via OCLC and URSUS databases; oversees the maintenance of UMF's portion of the URSUS database.

Maintains a shelf list adequate to perform routine inventories and collect data on library holdings at the copy level.

Serves as UMF representative to the University of Maine System cataloging standards committee.

Acquisitions and Collection Maintenance:

Plans, implements, and supervises the activities of the acquisitions and serials staff, excepting those functions strictly related to collection development; supervises staff training in the use of acquisitions and serials hardware and software.

Oversees the inventory, withdrawal, binding, and repair procedures, and physical processing of new and rebound materials; maintains statistical records of library acquisitions.

Financial Management:

Analyzes and audits financial information and transactions for selected library accounts.

Serves as the liaison to NELINET and monitors the library's deposit account.

Approves and signs purchase orders in the absence of the Library Director.

Information Literacy Program:

Works with the Head of Reference Services and other members of the teaching team to write, design, implement, and evaluate information literacy curricula.

Conducts library instruction, including tours, formal and informal classes and workshops highlighting specific tools and targeting specific audiences, as part of the library education team.

Additional Duties:

Assists in developing materials which help library users in their interaction with the library (e.g., handbooks, point-of-use guides, monthly acquisitions lists).

Acts as library liaison to academic departments for collection development and other library communications.

Represents the library on campus and system committees.

QUALIFICATIONS:

Required:

Professional degree (MLS, or equivalent) from an ALA-accredited program.

Knowledge of online cataloging using LC classification, AACR2, Dewey, and LC subject headings; experience on one or more bibliographic databases (WLN, OCLC, etc.); experience with a variety of information technologies.

Demonstrated abilities in the areas of organization, management, and interpersonal communication.

Reasonably demonstrated knowledge of library skills gained through professional employment or advanced library science course work from an ALA accredited institution.

Experience or advanced library science course work from an accredited institution in the areas of library instruction and technology.

Demonstrated ability to train, supervise, and evaluate personnel, and to coordinate efforts with other department heads.

Desired:

Familiarity with OCLC subsystems; audiovisual and non-book cataloging; depth in one or more subject areas; reading knowledge of a second language.