Senior Academic Services Librarian I

The Academic Services Librarian serves as project manager/team lead for assigned initiatives undertaken by the library, and provides administrative maintenance of web-based library products and resources, including University’s content management system and ILS. This position focuses on the delivery of electronic materials and Interlibrary Loans to the University’s worldwide community, provides metrics capturing, analytical analysis, and reporting of departmental activities and vendor products. This position requires an experienced librarian with strong technical expertise required to be an ILS administrator as well as assist with content build and maintenance of the library’s Content Management System. This role requires a detail-oriented individual who enjoys working both independently and as part of a team in an administrative capacity. The position is part of Charles Town, WV Library Operations staff supporting business functions as well as the maintenance of physical collections/archives. The appointee works under the Associate Vice President of Library Operations as part of the extended Library within the Academics Department.

Essential Functions

- Knowledge of the principles and practices of library functions
- Mastery of online searching and considerable knowledge of library products
- Serves as project manager/team lead for assigned initiatives undertaken by the library
- Perform library operations services, including general finance
- Provide Interlibrary Loan and APUS library lending services
- Provides reference assistance and instruction to include online library navigation, reference materials, research strategies, and the interlibrary loan process.
- Communicate with students, faculty, staff, lending institutions, and publishers.
- Maintain database metrics and reporting monthly library statistics to include library website and loaning operations.
- Maintain physical book collection integration & library catalog maintenance
- Cataloging competency to include AACR2, LC subject headings and classification, and MARC formats.
- Works under the direction of the AVP of Library Operations to serve as part of the web team to include coordinating the design, content build and maintenance of the library’s CMS/web page.
- Assists with administrative maintenance of web-based library products and resources, including University’s content management system
- Familiarization with OCLC processing to serve as backup to ILL coordinator
- Knowledge of reference tools and educational resources on the Deep and Open Web.
- Works within web environment to facilitate connection with vendors and electronic databases.
- Manages the Library’s social networking sites and determines content for social applications as needed.
• Implements software platform configuration and settings and other non-programming implementation tasks.
• In cooperation with library staff, may coordinate pre-production, production and post production planning activities for video content creation within the library.
• Serves as project manager/team lead for assigned initiatives undertaken by the library

Education and Experience

Basic
• Experience with office management software.
• Preference given for working/intern experience in a University setting.
• Preference given for experience in a library or bookstore.
• Preference given for working knowledge of library automation systems
• Master’s degree in Library and Information Sciences
• A strong background in computers/technology and non-print materials formats.
• Experience managing business process(es)/program(s) and/or leading functional team(s) or projects(s)
• Interprets internal and external business issues/challenges within area of expertise and recommends process, product or service improvement.
• Contributes to the work and management of project(s) within own function/discipline with a moderate level of guidance and direction.
• Requires knowledge and experience in own function/discipline; still acquiring higher-level knowledge/skills.

Work Environment and Physical Demands

• A collegial team environment stresses cooperative endeavors and encourages exploration.
• The work itself presupposes extensive involvement with electronic media and the Web.
• Requires a working telephone along with high speed Internet access that is sufficient to access the current campus-teaching platform and Online Library site
• Physical demands are minimal.

Competencies Critical to this Position:

• Service commitment to the University’s mission, students, and faculty.
• Ability to communicate and work as part of a team.
• Attention to detail and record keeping.
• Competence in working with automation and Web resources.
• Working knowledge of educational resources on the Deep and Open Web.
• Demonstrates a willingness to learn and advance.
• Demonstrates creativity, flexibility, and a positive attitude.