

Academic Services Librarian – American Public University System

- Full-Time
 - Charles Town, WV, USA
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Description

The Academic Services Librarian provides administrative maintenance of web-based library products and resources, including University's content management system. This position focuses on the delivery of electronic materials via interlibrary loans services, provides metrics capturing, analytical analysis and reporting of departmental activities and vendor products. This role requires technical expertise required to assist with content build and maintenance of the library's content management system. The candidate should be detailed oriented and possess sound critical thinking and time management skills. The position is part of Charles Town, WV library operations staff supporting business functions as well as the maintenance of physical collections/archives.

Essential Functions:

- Stays abreast on the principles and practices of library functions.
- Performs library operations services, including general finance.
- Provides 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.
- Communicates with students, faculty, staff, lending institutions, and publishers.
- Maintains database metrics and reporting monthly library statistics to include library website and loaning operations.
- Maintains physical book collection integration and library catalog maintenance
- Catalogs competency to include AACR2, LC subject headings and classification, and MARC formats.
- Works under the direction of the associate vice president, 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.
- Possesses 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, coordinates pre-production, production and post production planning activities for video content creation within the library.
- Performs other duties as assigned.

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.

Required Skills:

- Service commitment to the American Public University System's (APUS) mission, students, and faculty.
- Mastery of online searching and considerable knowledge of library products.
- Strong written and oral communication skills and the ability to work as part of a team.
- Attention to detail and record keeping.
- Strong time management skills.
- Strong critical thinking skills and ability to troubleshoot technical issues.
- 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.

Qualifications

Education

Required

Master's Degree in Library Science

Experience

Required

Preference given to experience with video content creation

Preferred

A strong background in computers/technology, content management authoring, and familiarity with HTML .

Working knowledge of library automation systems and processes, and library operations services including general finance

Experience working in a University or library setting.

Experience with office management software; Microsoft suite of products; Outlook, Word, Excel, etc.

Requires knowledge and experience in own function/discipline; still acquiring higher-level knowledge/skills.

Preference given for focused certification or specialization