

POSITION VACANCY ANNOUNCEMENT

POSITION: Technical Support and Training Librarian

RANK: Assistant University Librarian (Tenure Track)

REPORTS TO: Head, Technical Support Unit

SALARY: Anticipated salary is \$42,000

REQUISITION #: 0702105

DEADLINE DATE: May 6, 2007

Please note that this posting has specific instructions for the submission of application materials (see below: APPLICATION PROCESS). Failure to submit all of the required documents as instructed may result in your application not being considered.

JOB SUMMARY:

The University of Florida Libraries is seeking a creative, resourceful and innovative individual to serve in the newly created position of Technical Support and Training Librarian. This tenure track faculty member is primarily responsible for assessing the documentation and instructional needs of the Technology Services division, and leading the development of its staff training programs. Identifies and implements emerging instructional technologies and best practices, and provides instructional technology consultation services. Facilitates the application of new technologies for library staff work and utilizes a variety of traditional and multimedia applications to train staff in their use. Works closely with Technical Support Unit head to increase the efficiency of library workflows and develops Web resources that will support the division. The librarian creates effective solutions to Technical Support requests as assigned. The selected applicant will be a motivated individual with a strong commitment to facilitating the use of technology and library resources in the UF community.

RESPONSIBILITIES:

- Works closely with Technical Support Unit Head to develop documentation and instructional tools that provide divisional staff with the resources needed to learn and perform their jobs as efficiently and effectively as possible. Integrate Flash based tutorials to make the learning process more interactive.

- Serves as a liaison with various library departments to extend use of any Technology Services Division oriented training resources that may be applicable in other areas.
- Create an intranet for the division using WIKI technology to house internal documentation and statistics.
- Develop and maintain a procedural database for the Division that can be updated simply by unit developers. Foster a sense of cooperation in the building of department and cross-department procedures.
- Work with functional staff to perform Critical Path analysis and design functional solutions that correct workflow inefficiencies. Help identify relationships and overlaps between cross unit procedures that may be improved
- Review current procedural and workflow documentation and recommend improvements.
- Function as an additional Technical Support Unit resource for developing Aleph (library management system) reports, etc.
- Participates in development and maintenance of the unit, department, and division Web sites.

QUALIFICATIONS:

Required:

- A Masters degree in Library Science from an ALA accredited institution or in another field with direct relevance to the duties of this position.
- At least one year of successful work experience in a library.
- Ability to work collaboratively as a team member in a complex academic research library environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to write documentation, to develop tutorials and other training materials, and make training presentations to staff.
- Excellent analytical, organizational, and problem solving skills. Ability to perform workflow analyses.
- Ability to work independently and meet project deadlines.
- Flexibility; ability to shift priorities and cope with ambiguity and change.
- Knowledge of trends in scholarly communication, research, publishing, and instructional technology in the academic world.
- Strong potential for meeting the requirements for tenure and promotion. More information available at: http://www.uflib.ufl.edu/Pers/cdh/cdh_chaptertwo.html.

Preferred:

- Experience using educational technologies for instructional design (e.g. using multi-media software such as Dreamweaver, Camtasia Studio, Macromedia Studio, Adobe Photoshop, WebCT, and other applications used to support instructional design and creation of online content.)
- Experience training co-workers on technical topics.
- Experience in cataloging, acquisitions or other Technical Services areas within a library.
- Experience maintaining and supporting various library tools and computer applications.
- Experience using the Ex Libris Aleph integrated library system.
- Experience developing and coordinating a web site for an organization.

- Experience with setting up, and maintaining a WIKI.
- Experience with a variety of productivity tools (e.g. Macroexpress) and programming languages (e.g. PHP, C, Javascript, Perl).

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at <http://www.ufl.edu>

The George A. Smathers Libraries are members of the Research Libraries Group, SOLINET, and the Center for Research Libraries. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit <http://www.uflib.ufl.edu>.

The Technology Services Division of the George A. Smathers Libraries at the University of Florida consists of four departments: Acquisitions & Licensing, Cataloging & Metadata, Digital Library Center, and Preservation. The mission of Technology Services is to make the library's technology infrastructure work in support of the information needs of the University of Florida community, and thus serve as a catalyst for research and discovery. The technology infrastructure includes the functions required to provide online access to library resources: support for the Library web site, the Library catalog, acquisitions, organization & navigation, preservation and the transformation of priority materials to digital form. The aim is to provide the tools library staff and the university community needs to manage information for learning and research in the digital world.

The Acquisitions and Licensing Department is responsible for ordering, receiving and paying for print and digital resource materials that support the academic and professional programs of the University of Florida. Over the next few years, the Department will be engaged in planning and implementing initiatives such as executing EDI file transfer of payment and other acquisitions functions in Aleph and PeopleSoft; managing licensing agreements, information access fees, and usage statistics for electronic resources; monitoring virtual approval plan and evaluating returns for profile adjustments. The five units (Gifts and Exchange, Monographs, Paying, Serials, Database Maintenance) in the Department will actively participate in these and other initiatives to advance the transition from print to digital resources in the collection

The Technical Support Unit is part of the Acquisitions and Licensing Department, but the services the unit performs are available to staff throughout the libraries. Technical Support Unit members are dedicated to creating effective and unique solutions for solving technical workflow problems. Technical Support Unit will provide applications training and use technology to design new work processes that streamline procedures for library units and departments. Members of this unit work to support all staff in the management of Aleph reports and Data loading functions.

BENEFITS:

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

APPLICATION PROCESS:

Please apply for this position by e-mail. Send, as attachments (MS-Word format preferred), a cover letter describing your interest in and qualification for this position, resume and list of three references. Include address, telephone and email information for references. Please include a 250-word document expressing your thoughts on the topic, *"How would you use a Web-based tool (e.g. Wiki) to improve communications or deliver online staff training in a technical services division?"*

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: <http://www.hr.ufl.edu/job/datacard.htm>. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Apply by May 6, 2007 (applications will be reviewed as received). All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at: [**brikeit@uflib.ufl.edu**](mailto:brikeit@uflib.ufl.edu).