WEILL CORNELL MEDICAL COLLEGE
POSITION DESCRIPTION

Position Title: Systems Librarian
FLSA Status: Exempt

Department: Distributed eLibrary, WCMC-Q
Division: Library Systems

Incumbent: Vacant
Reports to: Manager, Library Systems

Edited by: Mike Mandili
Date: April 2007

Reviewed by: Thomas Williams, Director, Distributed eLibrary
Scheduled Weekly Hours: 35

I. POSITION SUMMARY
The Systems Librarian is responsible for the overall management and support of the Millennium Library system and other library applications. The position reports directly to the Manager, Library Systems of the Distributed eLibrary and is also accountable to the Director, Information Technology of WCMC-Q in regard to systems development tasks carried out on servers residing on the College network.

II. MAJOR RESPONSIBILITIES
1. Responsible for supporting the ILS application and client issues for public and library personnel.

2. Integrate all available online learning delivery platforms, testing and assessment, collaboration tools and online library resources into a single portal interface with a single LDAP authentication.

3. Design and implement web-based user services, including remote access to the electronic resources and dynamic web content.

4. Work with appropriate library personnel to identify, prioritize, and implement needed ILS modifications/improvements, as part of group planning, project, and workflow processes.

5. Insure the integration and web accessibility of all library electronic resources.
6. Administer and support other library applications, including but not limited to the Library Portal, Ariel Document delivery system, and OCLC ILLiad,

7. Collaborate with librarians and Information Technology professionals to develop and implement automated solutions, including OpenURL resolving systems, federated search products, and electronic resource management tools.

8. Works collaboratively with Library Operations staff to establish and maintain access to electronic resources by all authorized means, including by proxy server.

9. Coordinate closely with counterpart staff in the Information Technology Office on assignments requiring their support and action.

10. Assist in producing requests for proposal for library technology related to link resolvers, meta-search methods, eResource access, course management software, digital object creation, web based integration of services and emerging library technologies.

11. Evaluate training needs and provide training, coaching, instruction and documentation to Librarian and staff regarding use of the ILS.

12. Analyze system usage and prepare statistical, management and annual reports.

13. Other duties as assigned.

III. POSITION REQUIREMENTS
A Masters Degree in Library and Information Science or Computer Science with at least 3 years of experience managing and/or supporting library information systems and technology. Experience with Innovative Interfaces Inc.’s Millennium system is preferred.

The successful candidate will be able to demonstrate the following competencies:

• Experience with Innovative Interfaces Inc. Millennium integrated library systems, including digital library environment, the integration of online resources and creative use of electronic resources for service delivery.

• Experience in metadata harvesting, crosswalks, Dublin Core and open URL.

• Experience in creating and managing complex database using Oracle, MySQL, ODBC drivers, DBMS, and PL/SQL.

• Experience in Web authoring software using products such as AJAX, XML, XSL, JAVA script, XHTML, CSS, PHP, ASP and PERL.
• Familiarity with Mac OSX and desktop publishing applications preferred.
• Knowledge in UNIX operating system and WAN/LAN theory and protocols.
• Leadership experience in program development and implementation
• Ability to work as a team member in dynamic environment.
• Ability to read and comprehend information, synthesize and draw conclusions, recommend alternative solutions.
• Possess and demonstrate critical thinking skills.

IV. PHYSICAL REQUIREMENTS
Evening and weekend hours sometimes required. Some bending and lifting (up to 20kg) may be required. Service provision could require crossing distances within the building to respond to requests for assistance.

BENEFITS PACKAGE

WCMC-Q offers a generous benefits package. This position offers a minimum base salary of $49,383 plus a 25% foreign service bonus, bringing the minimum starting salary to $61,729. It could be higher, depending on experience and qualifications. Also offered: housing provided, automobile allowance, home leave allowance for employee, spouse, and dependent children (business class tickets if over 6 hours). First $82,500 of salary/benefits tax free for U.S. citizens, tuition for school-age children, relocation/repatriation expenses, and more.