

Professional Position Posting

Systems Librarian for Library Web Services

Name of the Unit:	Library Information Technology
Rank & Salary:	Salary and appointment level based on experience and qualifications. <ul style="list-style-type: none">▪ Assistant Librarian Rank (\$37,920 - \$42,996)▪ Associate Librarian Rank (\$42,996 - \$64,164)▪ Librarian Rank (\$64,164 - \$82,416)
Position Availability:	Immediately

The UCLA Library welcomes applications and nominations for this position.

Description of Library Unit

Library Information Technology (LIT) is a department of approximately 25 people who develop, maintain, and enhance information systems that promote the mission and goals of the Library and the University. LIT programmers, analysts, and librarians engage in complex design, development, and integration projects. Systems supported include software developed and maintained locally, commercially acquired software, and links to external systems. The technical infrastructure includes approximately 1,000 workstations and 65 servers. Staff in LIT are organized into teams. This position is a part of the Library Web Services team which develops and integrates systems that provide a sophisticated set of services to help faculty and students discover, find, and use information, and that support library staff in delivering online services and collections to faculty and students. Team members work closely with the Web Services staff in Research and Instructional Services and with Library functional committees such as the Advisory Committee on Cataloging and Metadata and the Integrated Access Advisory Committee. Current Library systems supported by the team include the Library Web content management system (Red Dot), the UCLA Library Catalog (Voyager), the Electronic Resources Database, electronic reserves, automated document delivery/interlibrary loan, and management reporting related to these systems. The team also enables the integration of Library systems with a complex set of external systems, including campus administrative and academic systems such as OASIS, ISIS, and course management systems; UC-wide systems such as the Melvyl Catalog (Aleph), UC eLinks (SFX), and UC federated search tools (MetaLib); and external systems such as OCLC.

Position Duties

- Participate in the design, development, and implementation of systems which support the delivery of Library collections and services via the Web.
- Participate effectively in project teams with members of varying levels of technical expertise.
- Serve as project manager for some project teams, facilitating team planning, establishing timelines and task assignments, monitoring progress, and communicating progress to library staff.
- Design and conduct usability testing.
- Design and conduct user needs assessments.
- Advise systems developers on user interface design based on best practices and research findings.
- Coordinate software testing of new applications and new versions by drafting testing scripts, organizing testing teams, validating test results, and documenting bugs.
- Identify indexing and display options in search and retrieval systems such as the Library catalog and federated searching tools, then facilitate selection and implementation of appropriate options.
- Analyze needs, identify opportunities, and develop specifications for enhancements to search and discovery systems, including adding intelligent assistance such as spelling correction, relevance ranking, personalization services, and the like.
- Analyze needs, identify opportunities, and develop specifications for data exchange and transactional interactions between Library systems and external systems.
- Serve as liaison between LIT and Library functional committees such as the Advisory Committee on Cataloging and Metadata and the Integrated Access Advisory Committee.

- Maintain knowledge of current trends, developments, and best practices in the area of library search and discovery systems and other Web-based services through professional reading, attendance at professional conferences, and technical training.
- Serve on university and library committees, task forces, and teams.

Required Qualifications

- Master's Degree in Library or Information Science OR equivalent education and experience (subject expertise combined with professional library education and/or experience).
- Experience in designing, assessing and supporting Web-based services in libraries.
- Working knowledge of best practices and new technology in Web design and Web services and of basic Web technologies including HTML.
- Experience in implementing and supporting integrated library systems.
- Experience in project management.
- Excellent oral and written communication skills and interpersonal skills.
- Demonstrated ability to participate effectively in a team environment, working both independently and collaboratively as appropriate.
- Expert knowledge of user interface design, usability testing, and user needs assessment.
- Working knowledge of bibliographic search and discovery systems.
- Working knowledge of metadata for indexing and retrieval, including MARC and Dublin Core.

Desired Qualifications

- Working knowledge of Cold Fusion, Macromedia Flash, Java Server Pages (JSP), JavaScript, and/or Perl.
- Working knowledge of course management systems.
- Experience working in a UNIX system environment (Sun Solaris preferred).
- Experience with Endeavor's Voyager system and with Ex Libris' SFX system and Metalib system.

General Information

Professional librarians at UCLA are academic appointees. Librarians at UCLA are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of engagement, creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. In addition to professional competence and quality of service within the library in the primary job, advancement in the librarian series requires professional involvement and contributions outside of the library, University and community service, and scholarly activities. Candidates must show evidence or promise of such contribution.

Application Procedures

Anyone wishing to be considered for this position should apply to Pat Hawthorne, Director of Library Human Resources, UCLA Library, Library Human Resources, 11617 Young Research Library, Box 951575, Los Angeles, CA, 90095-1575. E-mail applications encouraged – send to jobs-hr@library.ucla.edu. Applications should include: a cover letter describing qualifications and experience; a current resume/vita detailing education and relevant experience; and the names and addresses for at least 3 professional references knowledgeable about applicant's qualifications.

Candidates applying by November 18, 2005 will be given first consideration; applications accepted until filled. UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

UCLA is an Equal Opportunity/Affirmative Action/ADA compliant employer. Under Federal Law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.

<http://www2.library.ucla.edu/about/employment.cfm>