JOB DESCRIPTION

POSITION TITLE: Library Technology Specialist

JOB CLASS: Staff
SUPERVISOR: Associate Dean, duPont-Ball Library

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: duPont-Ball Library

POSITION OVERVIEW: Under the general supervision of the Associate Dean of the duPont-Ball Library, and working closely with the Information Technology (IT) Department, the Library Technology Specialist is responsible for all aspects of the library’s technical hardware and software. Work involves independent judgment and discretion. Requires an individual who is detail-oriented, self-motivated, goal and task-oriented, with highly effective interpersonal and communication skills. Must be a team player dedicated to excellent customer service.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: The qualifications and skill requirements for this position include:

- A Bachelor’s degree is required.
- Excellent customer service skills, written and verbal communications skills, supervisory experience, attention to detail and the ability to multitask.
- High degree of computer skills and proficiencies with main operating systems and servers; familiarity with ContentDM software, Microsoft Office programs, and databases such as EZproxy, Banner, and SIRSI are preferred.
- Experience with 3D printers is preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Serve as liaison with campus Information Technology personnel on hardware, software, and networking issues. Works closely with IT on library-related and campus lab-related issues.
- Attend selective IT meetings as the library’s liaison.
- Manage the hardware and software in Library’s Innovation Lab, including maintenance of 3D printers and other emerging technologies.
- Ensure that the public, faculty, and staff workstations in the library are operating at their peak performance, including the coordination of all hardware/software issues.
- Working with the Associate Dean, ensure that the library’s software for its integrated system, SirsiDynix Symphony, is maintained and updated and remains operational.
- Coordinate connectivity issues for on- and off-campus users of library databases using EZproxy or other software and respond to patrons’ requests for assistance on such connectivity.
- Maintain ContentDM on the library’s UNIX Server and work with Dean on creating collections, adding, editing, maintaining, and backing up content to support University Archives. Develop custom user interfaces for ContentDM collections.
- Develop user documentation for patrons and staff and assist them in the use of computers and software.
- Respond to routine problems encountered by patrons in their use of library equipment such as computers, printers, copiers, and microfiche and microfilm machines.
• Maintain documentation on all library hardware and software. Evaluate all pertinent existing library hardware and software with analysis of applicability to the changing needs of library users, availability, pricing, etc. and make purchasing recommendations to the Library Systems Team.

• Serve as alternate for updating the library’s web pages, working with the Head of Public Services and other librarians to ensure these serve their educational purposes.

• Serve on the Library Systems Team and other committees as assigned.

**HOURS:** Position hours are generally Monday-Friday, 8:00am – 4:30pm with some flexibility required. Position may occasionally support weekend Library activities at the main campus in DeLand.

**WORKING CONDITIONS:** Requires some physical effort, i.e. standing and walking, frequent lifting (10-25 lbs.); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional hours outside the normal University schedule.

**APPLICATION PROCEDURE:** Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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