POSITION DESCRIPTION

POSITION Librarian, Digital Library Services

RANK Assistant-in-Libraries

REPORTS TO Assistant Director for Digital Library Services

ENVIRONMENT The Florida Center for Library Automation (FCLA) provides computer services to the libraries of the eleven public universities of Florida. FCLA is located in Gainesville and administered by the University of Florida. Its main program areas are running a central implementation of a Library Management System and providing services to help libraries create, manage and preserve digital content. The staff at FCLA consists of librarians and programmers working together to provide high quality, cost-effective services to the university system.

JOB SUMMARY The Florida Center for Library Automation is seeking someone with both business and library experience for an opening in their Digital Library Services group. This position will help the libraries of the 11 public universities of Florida create, manage, and preserve digital information resources, and will help FCLA develop new cost-based fee-for-service initiatives.

The Librarian will work with other librarians and programmers in the Digital Library Services Group to provide applications and services designed to help the libraries of the public university system of Florida create, manage and preserve digital information resources. Some of the current initiatives of the Group include the PALMM (Publication of Archival, Library and Museum Materials) program of software and services to support collections of locally digitized materials; the Florida Digital Archive which provides long-term digital preservation and reformatting services; an ETD program for electronic theses and dissertations; support for Encoded Archival Description (EAD) finding aids to archival collections; and hosting disciplinary and institutional repository applications.
RESPONSIBILITIES:

1. Perform needs analysis, design processes and workflows, and draft functional specifications related to new applications or changes to existing applications. Applications may be locally-designed, open source, or third-party vendor products.

2. Work with advisory committees of library staff in the public university system on long or short-term planning and development issues related to digital content.

3. Provide project management and oversight of technical projects that may involve coordinating the work of several contributors, for example, implementing a new digital content management system or migrating content from a legacy system.

4. Train library staff in use of FCLA applications. Communicate with external users (library staff and members of the university communities) about functions, procedures, services, and/or systems.

5. Run one or more production systems to meet service level expectations; maintain usage and performance statistics, perform quality control procedures, communicate with users, and/or supervise FCLA staff who do these functions.

6. Contribute to the general design and operation of applications and services to enhance the digital capabilities of the public university libraries.

7. Related duties as assigned.

QUALIFICATIONS

Required: Masters degree in business administration; two or more years of experience in a professional position in an academic library or university archive; experience with EADs and principles of archival processing; familiarity with MARC and Dublin Core metadata formats; excellent oral and written communications skills in English; good interpersonal skills; demonstrated aptitude for computer technology; demonstrated analytic ability and problem solving skills; strong interest in learning new technologies and emerging standards in the digital library field.

Preferred: Masters degree in library and/or information science from an ALA-accredited program granted or in process strongly preferred. Direct experience with digital initiatives (e.g. digitization projects or Web-based delivery of digital objects); knowledge of XML, XSL, Unix, relational database systems, METS and OAI; experience delivering technology training; experience developing or
managing library systems software; experience developing and implementing a business plan.

**RANK & SALARY**

Assistant-in-Libraries; non-tenured; salary commensurate with experience, minimum $43,000.

**BENEFITS**

Twelve month appointment on an annual contract. Twenty-two days vacation, thirteen days sick-leave and nine paid holidays per year. Retirement plan options, group health plan, and life insurance available. No local or state income tax.

**DEADLINE**

Open until filled

Send letter of application with reference number 0800737, a resume, and the name, phone number and email address of three professional references to:

Astrid Terman  
Chair, Search Committee  
Florida Center for Library Automation  
5830 NW 39th Avenue  
Gainesville, FL 32606  
terman@ufl.edu

The selection process will be conducted under the provisions of Florida’s “Government in the Sunshine” and Public Records Laws. If an accommodation is required to apply, please call (352) 392-9020 or TDD (352)392-7734. EOE