



PITTSBURGH THEOLOGICAL SEMINARY JOB DESCRIPTION

Job Title: Electronic Resources Librarian

FLSA: Exempt

Division: Barbour Library

Effective Date: June 1, 2017

Department: N/A

Current Revision: June 1, 2017

Reports to: Head of Technical Services

EXPECTATION FOR ALL EMPLOYEES:

Supports the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

POSITION SUMMARY:

The Electronic Resources Librarian is responsible for overseeing all aspects of electronic resources and services in the library, and will work closely with the Information Technology Department in order to accomplish responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of duties to support the Library's electronic resources and services including but not limited to:
 - a. Collaborates with the Library Director and Head of Technical Services to develop appropriate priorities, policies and procedures for electronic resources and services
 - b. Oversees, implements and troubleshoots various staff databases, software and online services such as OCLC, EBSCO A-Z List, EZ Proxy, etc.
 - c. Oversees, implements and troubleshoots various public databases and online services (ATLA Religion Database, JSTOR, etc.), including electronic resource licensing and report creation
 - d. Provides support for the integrated library system (Innovative Interfaces' Sierra system) including troubleshooting, backups, upgrades, staff training, fixing problems in the OPAC, and communication with the vendor
 - e. Corresponds with SCELIC, ATLA, and vendors to find best pricing, procedures for acquiring materials, and electronic order records
 - f. Collaborates with Information Technology (IT) staff on various projects and committees
 - g. Maintains statistics of item and titles counts and assists Library Director with preparation of statistical reports
 - h. Develops online tutorials, face-to-face instruction, and other training tools pertaining to educational technology
 - i. Monitors budget and expenditures related to electronic resources
2. Performs other tasks that are supportive in nature to the mission of the Library and/or the Seminary, such as covering reference desk hours or serving on a Seminary committee.



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QUALIFICATIONS / REQUIREMENTS:

- Demonstrated experience with the setup, maintenance, and evaluation of electronic resources
- Demonstrated knowledge of library automation systems - preferably Innovative Interfaces' Sierra
- Commitment to providing responsive and innovative services in a post-graduate, theological school
- Excellent reading, writing, grammar, and mathematics skills
- Excellent interpersonal relations and communicative skills
- Ability to work effectively as part of a team
- Ability to perform detailed work quickly and accurately
- Demonstrated knowledge of general Microsoft office applications
- Experience cataloging preferred
- Ability to bend, stoop, sit, stand, reach and lift up to 25 lbs.

EDUCATION / TRAINING / EXPERIENCE:

- Masters degree in library and/or information science from an American Library Association (ALA) accredited institution
- Minimum two (2) years' experience in a similar position in an academic library
- Education in theology or religion preferred

WORK ENVIRONMENT:

Typical library office environment; exposed to dust and mold

WORKING CONDITIONS:

General contact with library staff, faculty, students, campus staff and administrators, and outside patrons.

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future

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Job Location

616 North Highland Avenue, Pittsburgh, PA 15206

To Apply

Please send resume and letter of interest to: careers@pts.edu

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.