

The University of Akron
Classification Specification

Job Title: Library Service Coord
Job Function: Staff
Job Family: Bargaining Unit
SOC 3000 Information Technology Division

Job Code: 80607
Grade: 119
FLSA: Non-Exempt
Date: 11/17

Job Summary:

Coordinate, manage, and support software-based library service critical to the access, delivery, and application of digital library resources to faculty and students through online mediums.

Essential Functions:

40% Manage high-volume, software application based library service and resolve access problems (Library service could include, but not limited to, Electronic Resource Management System, Learning Management System, Interlibrary Loan Management System, Course Reserve/Online Course Content Management System, Copyright & Licensing System).

20% Promote the visibility, accessibility, research, scholarship, and teaching of scholarly resources including, but not limited to, Archives and the Institutional Repository.

15% Participate in the ongoing planning and delivery of access points for the discovery and application of library resources and services.

15% Provide management and direction for planning integrated access to appropriate library services.

10% Monitor trends in at least one of the following: Access, discovery, electronic resources, online course content management or digital document delivery and recommend appropriate enhancements.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience coordinating, administering, and/or managing a library related application based services such as: Electronic Resource Management System, Discovery System, Interlibrary Loan Management Software System, Course Reserve Management Software System, Online Course Content Management System, and/or Learning Management System. Ability to use library systems such as online catalogs, research databases and national library catalogs such as OCLC required. Strong problem solving, customer services, verbal/written communication, technical, and project management skills required. Highly developed computer skills and ability to troubleshoot across a variety of systems required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.