

Kentucky State University's Paul G. Baker Library is currently accepting candidates for the position of **Systems Librarian/Instructor**

Reporting to the Head of Collection Management Services/Catalog Librarian, the Systems Librarian oversees the Library's ExLibris Voyager Integrated Library System, the computer needs and requirements for Library personnel, including technology assistance onsite whenever needed. Responsible in ensuring that the Library's computer hardware, software, and other computer and printing/photocopy accessories in the public areas are operational for students and faculty to use. This position also works with the other Department Heads and performs any systems or web page tasks in their areas as assigned.

**DUTIES AND RESPONSIBILITIES:**

1. Plans, develops, and implements the ExLibris Voyager Integrated Library System, in conjunction with supervisor. Provides support for all of the Voyager modules, including the public catalog, acquisitions, cataloging, and circulation along with required documentation or other details for the modules. Serves as the contact person for the Library's Ex Libris Voyager Integrated Library System, including KYVL Voyager Consortium.
2. Installs and maintains the Voyager modules on the Library PCs, other computer hardware and software, ensuring that all equipment is properly connected and operational. Assists Information Technology Department, as requested. Keeps up-to-date inventory lists of the Library's equipment and completes the required University forms for inventory control.
3. Works with the Catalog Librarian/Head of Collection Management Service on the testing, evaluating and implementing systems and other developments affecting the online catalog.
4. Analyzes systems problems and needs and gives recommendations to supervisor. Communicates any suggestions or concerns to supervisor, including any issues relating to the Library's services, operations, and activities.
5. Maintains proper IP addresses and other connections (such as EZproxy) for the Library's electronic services such as online databases, web pages, and other providers of library systems.
6. Assists with the Library's systems requirements with regard to electronic resources license agreements and contracts, as requested by supervisor.
7. Compiles specialized lists and reports from the Voyager system. Creates and updates documentation and develop training manuals, policies and procedures for Systems, in conjunction with supervisor.
8. Participates in the Library Instruction Program, conducts library tours and bibliographic instruction, and provides Reference Desk assistance, as assigned.
9. Serves as the Library's liaison to the University's Information Technology Department and participates in the Library's technology planning and development.
10. Serves as the webmaster for the Library's web pages and other web-based services, such as the Library's social network sites, e.g., Facebook, the Blog, etc.
11. Provides hardware and software support for the Library's PCs or other electronic devices, the local or wide area network, printer/photocopier, or software issues in the library areas or offices.
12. Compiles and submits statistics, reports, or other documents on a regular basis to the supervisor.
13. Maintains a professional understanding and awareness of current issues and developments in the area of systems and/or information technology.
14. Serves on appropriate Library, University or consortium committees.
15. Performs other duties as required.

**MINIMUM JOB REQUIREMENTS:** ALA accredited master's degree in Library Science; 3 years of experience related to the responsibilities specified.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Good knowledge of systems, information technology, and library services.

Experience with automated systems.

Ability to perform detailed work such a systems programming and accountability.

Flexibility to deal with a variety of tasks, able to prioritize tasks, and meet deadlines.

Ability to investigate a systems problem, give status reports, and follow-up on details.

Strong organizational and analytical skills.

Ability to work independently with collaboration and interact positively and collegially with everyone in a diverse team environment with a strong commitment to serving the Library and its users.

Skill in presenting demonstrations and instructional sessions.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work is performed in an office work environment.

Online computer tasks on a daily basis; including prolonged computer activity.

Emphasis on accuracy, accountability and systems control.

Physical effort required such as lifting heavy boxes and setting up computer equipment in an appropriate way to avoid physical risk.

**QUALIFICATIONS:** Master's degree in Library Science from ALA accredited program, previous library experience and experience with OCLC Interlibrary Loan sub-systems, electronic library resources, and automated systems preferred.

**Salary and Benefits:** Competitive salary, 12 month faculty appointment. Annual and sick leave; university holidays, KY Teachers Retirement; social security and health insurance.

**Setting:** Kentucky State University is an HBCU institution with an enrollment of 2834 students. Located in the state capital, the university serves as the state's small liberal studies institution with the lowest student-faculty ratio.

To apply: Send a resume, letter of interest, and the names and phone numbers of at least three professional references to: [jobs@ksu.edu](mailto:jobs@ksu.edu) or to: Office of Personnel, 400 East Main Street, Kentucky State University, Frankfort, Kentucky 40601.

Please be sure to mention the position and area for which you are applying.

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.

Sheila A. Stuckey  
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Paul G. Blazer Library  
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