Systems/Emerging Technologies Librarian Biddle Law Library

University of Pennsylvania Law School

The Biddle Law Library at the University of Pennsylvania Law School is seeking a service-oriented individual to serve as Systems/Emerging Technologies Librarian at a law school that prides itself on cross-disciplinary studies.

Responsibilities:

The Systems/Emerging Technologies Librarian plays a unique role in ensuring that the Biddle Law Library takes full advantage of existing technologies as well as investigates and adopts new technologies in acquiring, organizing, and presenting legal information to its faculty, students, and other users outside the law school. Bridging both the traditional technical services and public services departments, the librarian provides key support for the library's integrated library system, works with all the librarians and other members of the law school to create content for the library website, and plays a key role in identifying new technologies for the library to incorporate into its teaching and research activities.

Reporting to the Associate Director for Technical Services, the Systems/Emerging Technologies Librarian performs the following duties:

- Responsible for the overall administration, customization, maintenance and troubleshooting of the library's integrated library system, currently Innovative Interfaces, Inc. Millennium (soon to be Sierra), including the WebPAC and the Encore discovery tool;
- Monitors system performance; suggests and coordinates system software and hardware upgrades; monitors system security; trains staff on system modules and new releases, writes relevant documentation; monitors industry developments and recommends adoption of new programs when appropriate;
- Serves as liaison to library staff, patrons, and the ILS vendor regarding system issues;
- With other librarians, evaluates, designs, and creates a variety of web resources and applications that promote research and instructional activities;
- Identifies, evaluates, implements, and maintains new and emerging library-related technologies and applications that will benefit both patrons and library staff;
- Works with the Electronic Resources and Serials Librarian to implement, maintain, and troubleshoot access to electronic resources, systems integration with other campus resources, other systems-related projects;
- Assists the Associate Director of Technical Services with statistics and reporting, especially related to budget, expenditures, and materials counts;
- In conjunction with the Archivist, undertakes and leads digitization projects when appropriate;

- Collaborates with other members of the library and law school staff to identify user needs:
- Serves as liaison between public services and technical services within the library;
- Serves as liaison for Penn Law's Information Technology Services (ITS) as an ITS Partner;
- Serves as an active member on library committees and in project planning;
- Performs other duties as assigned.

Required Qualifications:

- Master's degree or equivalent in library or information science; experience or strong
 professional interest in managing an Integrated Library System, preferably Innovative
 Interfaces, Inc. Millennium or Sierra;
- Experience incorporating new technologies to promote and enhance library resources, including web resources;
- Strong service orientation; initiative and ability to work both independently and in a collaborative, collegial environment; strong service orientation with excellent organizational skills; excellent communication skills, both orally and in writing.

Preferred Qualifications:

- Experience developing web resources and custom applications;
- Familiarity with web design and web authoring software as well as current programming or scripting languages/technologies, especially HTML and CSS, but also JavaScript, SQL, and PHP;
- Knowledge of library technology protocols;
- Familiarity with Excel, especially for table and chart creation for reporting purposes;
- Familiarity with MARC formats and bibliographic data; working knowledge of standard metadata formats; experience in an academic/ law library environment.

Salary and Benefits: Competitive. The University of Pennsylvania is an equal opportunity employer.

The position is available now and applications will be reviewed on a rolling basis until the position is filled.

To apply: Please send cover letter, resume and names of three references to:

Jeffrey S. Grillo
Associate Director for Technical Services
Biddle Law Library
University of Pennsylvania
3460 Chestnut Street
Philadelphia, PA 19104-3406
215-898-7690 (voice)
215-898-6619 (fax)
jgrillo@law.upenn.edu