

## Content Management Librarian

### About SUNY Maritime College:

SUNY Maritime College located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula where the East River meets Long Island Sound. The campus blends the best of two worlds: a comfortable college-town feel with the greatest city in the world. An impressive view of the sound extends toward the North Atlantic, yet only a few miles away are Yankee Stadium and midtown Manhattan. SUNY Maritime offers an array of employment opportunities stemming from entry level to professional positions which encourage growth and development among its employees.

### Job Description:

The Content Management Librarian will lead technical services operations and maintain a collection development strategy to proactively develop a specialized print and electronic collection that supports the research, teaching, and learning needs of our students, faculty, and staff. The Content Management Librarian will also ensure that the library materials budget is efficiently allocated and aligned with established needs, assess the Library's current collections for ongoing relevance and/or historical value and continually assess the effectiveness of the collection via circulation and usage statistics.

### Responsibilities:

- Processes payments for all print and digital monographs, serials, and databases
- Places orders, processes renewals, and resolves complex service problems
- Negotiates and tracks licenses
- Collaborates with the Collection Development Librarian and department liaisons to assess and coordinate renewals and selection of new resources
- Manages library management system (Alma) and discovery tool (Primo) to optimize access to library and archive collections and e-resources
- Collaborates with IT on data management and system integration
- Develops and maintains library cataloging and workflow policies, maintenance standards, and best practices for a shared ILS environment
- Creates original and copy cataloging for a wide range of formats, including serials, non-print materials, and e-resources, using current and emerging metadata schemas, principles and practices such as MARC, RDA, Library of Congress classification and Dublin Core
- Provides collection analytics, and supervises contract catalogers as needed
- Provides metadata consulting services for Library, Archives, and enterprise projects
- Employs emerging metadata schemas to link content across multiple data repositories, and improve search optimization and discoverability of internal and external data
- Ensures efficient daily operations, quality outcomes, and user satisfaction
- Participate in library instruction, including creation of research guides, in collaboration with fellow librarians;
- Trains staff and student workers as necessary
- Works with colleagues across SUNY and the profession on collections management initiatives
- Provides general and specialized reference service in person, via email, and through reference IM
- Serves as a subject liaison for developing resources and collections
- Teaches general library research classes to undergraduate and graduate students and develops customized supplementary materials/tools as needed for instruction sessions
- Cultivates and sustains collaborative relationships with faculty, students, and staff in support of campus teaching, learning, research, and student success

- Participates in professional service and research activities in support of promotion and tenure requirements
- Serves on college and library committees, participates in local, regional, and national associations, and engages in scholarly activity required for promotion and tenure

**Requirements:**

***Required Qualifications:***

- Master's degree in information and/or library science from an ALA-accredited school or an ALA-approved foreign equivalent
- Ability to gather, analyze, and report data
- Demonstrated collaboration and teamwork skills
- Excellent communication skills, including listening, writing, and speaking
- Strong analytical and problem-solving skills and meticulous attention to detail
- Ability to work independently and perform complicated tasks with minimal supervision
- Ability to be flexible and adapt to changing assignments and needs
- Strong customer service ethic
- Demonstrated organizational and problem solving ability
- Knowledge of current and emerging trends in academic librarianship
- Evidence of successful collaboration
- Ability to work occasional nights and weekends

***Preferred Qualifications***

- Experience in an academic or research library
- Demonstrated technical-support skills
- Familiarity with current issues in electronic resources
- Experience training or teaching
- Familiarity with technical standards and formats relevant to electronic resources such as SUSHI, OpenURL, and COUNTER, link resolvers, proxy authentication, and discovery platforms
- Experience working with integrated library systems, such as ALMA
- Familiarity with or experience administering an electronic resources management system (ERMS)

**Additional Information:**

**Classification/Salary Range:** The Content Management Librarian is a UUP position. The anticipated salary range for the position is \$50,000 - \$55,000 annually, with an outstanding benefits package (for more information please see the UUP Benefit Summary). Review of applications to commence immediately and conclude when the position is filled.

**Special Notes:** This is a full-time calendar year appointment UUP Position. Fair Labor Standard Acts (FLSA) Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. Travel and interviews expenses will not be reimbursed.

**Budget Title:** Content Management Librarian

**Local Title:** Assistant Librarian

**Line #:** 00583

SUNY Maritime College is an Equal Opportunity/Veterans/Disabled/Affirmative Action employer,

committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. For our full non-discrimination statement, see: <http://www.sunymaritime.edu/affirmative-action>

SUNY Maritime College is committed to maintaining a safe environment for its students, faculty, staff, volunteers and the general public that use our facilities. Therefore, in order to ensure the hiring of employees of the highest integrity and to maintain a safe campus community, SUNY Maritime College will conduct pre-employment background investigations on all individuals for whom employment is to be offered.

Pursuant to [Executive Order 161](#), no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

If you need a disability related accommodation, please call The Office of Human Resource Services at (718) 409-7303 or email at [hr@sunymaritime.edu](mailto:hr@sunymaritime.edu). In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (718) 409-7350. It can also be viewed on line by selecting University Police at [www.sunymaritime.edu](http://www.sunymaritime.edu)

**Application Instructions:**

Persons interested in the above position should apply online. Please submit:

- Resume/CV
- Cover letter with salary requirements
- Contact information for three professional references

Returning Applicants - Login to your SUNY Maritime Careers Account to check your completed application, check/edits your profile or to upload additional documents.

<http://maritime.interviewexchange.com/jobofferdetails.jsp?JOBID=106877>

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