Librarian: Integrated Library Systems (ILS) Specialist

Community College of Allegheny County

Boyce Campus

Pittsburgh, PA

Posted 7/24/2014

Status: Full Time

General Summary

Provides quality library services to the college community by maintaining the Integrated Library Systems (ILS).

Job Duties

1. Manage, update and trouble shoot the ILS of the College.
2. Work collaboratively with the College’s Institutional Technology Department.
3. Train the appropriate staff in using the up-dates of the ILS system.
4. Identify the appropriate security level of the access the ILS system; delete staff who should no longer have ILS access.


6. Participate in the publicity efforts of the library and the College.

7. Establish and maintain cooperative working relationships with faculty and staff.

8. Communicate with the technical services staff concerning cataloging and processing of library materials.

9. Recommend assignments and their priorities for clerical staff in the library area to the supervisors.

10. Assist in the collection of data and preparation of reports pertinent to the library area.

11. Serve on appropriate committees.

12. Performs other duties as assigned.

**Job Specifications**

Master’s degree in the field of library science with a specialty in cataloging and working with ILS, preferably SirsiDynix, from an American Library Association (ALA) accredited graduate program; including a knowledge of information, public and circulation services procedures; and proficiency in the use of computers in contemporary library services. Academic library experience preferred.
Applicants are expected to utilize best practices and innovation, maintain high standards of competence in the discipline, the ability to retain students and work with a diverse student population and have strong communication skills. Degrees must be from an accredited institution.

**Work Location and Additional Information**

Applicants must electronically attach scanable unofficial transcripts when applying to this posting.

Review of applications will begin on June 16, 2014 and remain open until the position is filled.

This is a regular full-time tenure-track instructor-rank 12 month position with benefits.

Anticipated start date of this position is August 2014.

**Salary Grade:**

Per Contract

**Job Category**

Faculty/Counselor/Librarian/Ed Tech
Job Type
Full-time

Campus
Boyce Campus

Department
Library and Learning Services

All applications must apply online at: http://www.ccacjobs.com. The College's online application system will allow you to complete a college application, apply online, answer screening questions, and attach a resume, cover letter and other documents.

EOE

Application Information

Contact: Community College of Allegheny County

Online App. Form: http://apptrkr.com/498541

More Information on Community College of Allegheny County
Institutional Profile

Current openings for Community College of Allegheny County on HigherEdJobs.

CCAC Jobs Page

CCAC Home Page