

**Systems & Institutional Repository Librarian**  
**Paul V. Galvin Library**  
**Illinois Institute of Technology**

**General Description**

The Systems & Institutional Repository Librarian is responsible for implementing, maintaining, supporting, and enhancing a wide range of technologies and systems to provide innovative library services and ensure access to the library's extensive range of online information resources and digital collections. This position supports library staff and local and remote library users in the use of existing information technology as well as the adoption of new technology.

The Systems & Institutional Repository Librarian has primary responsibility for the ongoing administration of the library network, servers, and related information technology to ensure 24/7 accessibility, functionality, and stability of these resources. This position will also have primary responsibility for the migration and implementation of a new platform for the Galvin Library's Institutional Repository.

**Responsibilities**

1. Manage library systems administration, working in a predominantly Linux based environment. Provide ongoing technical support for a variety of library systems, including the institutional repository, archives management system, library website, and other web-based applications. Assist in management and support of the libraries' integrated library system, currently ExLibris Voyager, including overall system administration and desktop support.
2. Serve as the liaison between the library and campus technology units representing the technology needs of the library and working cooperatively on the resolution of campus-related issues impacting access to library-supported systems and resources such as accessing backups of data.
3. Manage and provide technical support for the library's physical hardware and related technology that makes up the library staff and public area computing environment. This includes collaborating with library staff on the development and delivery of user-centered technology.
4. Work with open source software, including Drupal and Islandora for the Institutional Repository, enhancing open source scripts and modules to integrate with the library's existing software. An understanding of PHP or Python is preferred.

5. Supervise library student assistants providing library technology support including delegating tasks and project assignments, monitoring student performance, and overseeing the completion of assigned projects and the resolution of outstanding issues.

6. Pursue ongoing professional development and contribute to the profession through local and national professional and scholarly activities.

## **Communication**

Communicates with IIT library staff regarding the implementation of library technology and resolution of technology issues through written as well as individual and group updates. Communicates directly with campus technology units while resolving technology issues impacting library users. Provides phone, email, and individual one on one, support desk assistance to faculty, staff, and students. Establishes ongoing communication with vendors as part of the evaluation, acquisition, implementation, and support of library technology.

## **Knowledge & Skills**

MLS or MLIS from an ALA-accredited graduate program

Experience planning, managing, and overseeing complex technology projects.

Experience with emerging instructional and digital library technologies.

Experience in system administration and information technology management.

Familiarity with UNIX/LINUX system administration.

Familiarity with programming languages, preferably PHP and Python.

Familiarity with library, communication and web standards such as OpenURL and Link resolvers, as well as relational database systems and applications including MySQL and MS Access preferred.

Strong service orientation, excellent oral and written communication skills, and excellent project management skills required.

Strong commitment to ongoing professional growth and development.

**Hours**

May require occasional evening and weekend hours when resolving server or network connectivity issues as part of overall on-call responsibilities.

**PHYSICAL ENVIRONMENT**

Normal office environment