Job Description
Library Staff Positions

E-Resources Management Specialist, Sr.

Employee Name	TBD
Department or Unit	Electronic and Continuing Resources
Division	Access and Resource Services
Campus Job Classification / Title	Library Specialist, Senior (Resources Management)
Campus Job Code	NC04
Campus Pay Grade	228
FTE [Percentage of Time]	1.0 (40 hours)
Type of Appointment	Ongoing
FLSA Status	Non-Exempt
	This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.
Name of Direct Supervisor	Jessie Copeland (Interim)
Supervisor's Library Job Title [Functional]	Head, Electronic & Continuing Resources
Supervisor's Campus Job Classification	Librarian / Faculty-Equivalent

University Job Summary Statement

Performs complex resources management operations (e.g. acquisitions, serials or preparing materials for binding), using specialized knowledge of the book trade, online databases, microcomputer applications, complex reference tools, and/or foreign languages.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Head of Electronic and Continuing Resources (ECR), the specialist is responsible for electronic and continuing resource maintenance processes and procedures that control the information about and access to Woodruff Library's print and electronic continuing resources collection serving patrons from all campuses. These responsibilities include timely and accurate tracking of information in applicable software programs, routine administration of a broad range of resource lifecycle activities such as ordering, activation, invoicing, renewals, cancellations, and problem solving, which ensure serials order, payment, and holdings data quality are consistent, reliable and provide effective access for the support of teaching, learning and research.

Emory Libraries values diversity, equity, and inclusion as essential core principles to achieving our educational mission and embracing the diverse identities of all. It is our belief that a sense of belonging is a vital component to enriching one's quality of life. As an ongoing part of building our inclusive work

environment, we embrace this through activities that include competency training, personal growth and professional development, open communication practices.

Type of Supervision Received

This position reports to the Head of Electronic and Continuing Resources who provides general guidance and specific task assignments. Individual performance is informally reviewed on a regular basis and formally on an annual basis, progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised

The specialist does not supervise librarian or staff employees but can supervise student employees. The number of students supervised ranges from 1 to 3 and represents up to 1.5 FTE.

Key Responsibilities & Duties

A. Electronic & Continuing Resources
   a. Performs essential tasks throughout the electronic resources' lifecycle, including cataloging, ordering, invoicing, activation, subscription maintenance, and electronic resources troubleshooting.
   b. Maintains the integrity of continuing resources data within the ALMA library service platform by analyzing, evaluating, interpreting and revising electronic resources, order, and invoice records.
   c. Processes collection changes such as such as new subscriptions, title changes, ceased titles, format changes, publisher changes, and platform changes including closing orders, holdings, and removing access points from public view in Library Search and Databases@Emory using the library service platform, Alma, and Springshare LibApps.
   d. Serves as expert in library electronic resource subscription usage statistics records, applying specialized knowledge of electronic resource maintenance, collecting, and organizing collection and expenditure data for Collection Management, other ECR team members, and Emory Libraries staff within and beyond Resource Services.

B. E-Resources Maintenance
   a. Ensures accurate holdings information in the ALMA link resolver knowledgebase by performing routine maintenance, regularly checking access, activating and de-activating Alma e-inventory links, processing weekly Central Knowledgebase (CKB) reports, and periodically inventorying electronic journal subscription list for accuracy.
   b. Ensures continuous access and authentication to electronic journals, databases, streaming video and other materials acquired digitally by coordinating with staff at other campus libraries and liaising with Core Systems, vendors and publishers as necessary.

C. Invoicing and Ordering
   a. Prepares purchase orders for renewals.
   b. Maintains and updates vendor contact information in the library services platform.
   c. Creates purchase orders and invoices in the Alma library services platform.

D. Problem Solving
   a. Works collaboratively with library systems, staff, and vendors, managing substantial communications to identify, analyze, and resolve non-routine, complex problems related to continuing resources in a timely manner.
   b. Identifies, analyzes, and resolves routine problems related to serials maintenance and processing reported to various listservs used by internal customers to communicate with ECR staff
   c. Serves as a contact with agents and publishers concerning subscription service problems and changes.

E. Statistics
   a. Maintains daily, monthly, quarterly and annual statistics on personal productivity and other metrics assigned by Head of ECR.
   b. Participates in EUL assessment activities, including reporting of statistics, trends, and impact using library service platform Alma, EBSCOnet Subscription Management platform, OCLC, and other resources, summarizing and presenting data using Microsoft Excel and/or Google Docs spreadsheet applications.

F. Other
   a. Serves as a Student Supervisor in ECR Team.
   b. Responsible for recruitment, hiring, orientation, training, reviewing time and attendance, and evaluating performance of student employees.
   c. Performs other job-related tasks as assigned by supervisor.

Note: This position's responsibilities and duties are required to be performed in-person at an Emory University location: Robert W. Woodruff Library.

University Minimum Required Qualifications

A bachelor's degree in a related field. Three years related experience. Requires one or more of the following: computer skills, special skills, or proficiency in a foreign language.

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Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.

- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Library Preferred Qualifications

- Experience in an academic or research institution library.
- Experience with serials and electronic resources management with a technical services perspective.
- Recent and relevant experience working in the technical services area of an academic or research library.

Application Procedures

Interested candidates should review the applications requirements and apply online at:
{**Insert link to the University's job site**}

Review of applications will continue until position is successfully filled.

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EL-HR Review	*Krystal S. Rambus*
DATE	*9/6/2024*