

Position Description

Webmaster: At the direction of the chief librarian and with input from other library faculty who serve as members of the website team, develop and manage the library website. Assume responsibility for the underlying architecture of the website so that enhancements and updates may be added readily. Provide improvements so that the site gains in user-friendliness and interactivity as a preeminent resource and learning tool for students and faculty. Also assume a major role in providing publicity about the library's services and resources.

Multimedia Resources and Services: Under the supervision of the administrative and personnel services librarian and working within established budgets, develop, maintain, provide access to, and publicize the library's multimedia collections and services. These resources include DVDs, CDs, videocassettes, films, audio-cassettes, and other non-print media, as assigned. This includes responsibility to:

- a. Survey the collection, update collection development policies
- b. Offer recommendations for purchases (work with subject specialists, within budget guidelines)
- c. Develop guidelines for use of hardware, software by individuals outside the library
- d. Recommend hardware and software for purchase
- e. Maintain hardware
- f. Assess present inventory database and work on developing library-wide system
- g. Work with team of library faculty to schedule and promote "screenings" or other programs based on holdings
- h. Supervise staff assigned to this area
- i. In the absence of support personnel, offer direct service, as assigned
- j. Update procedures pertaining to multimedia resources operations
- k. Represent library interests in cooperative arrangements within the college or the university
- l. Oversee circulation of multimedia materials
- m. Catalog and process multimedia resources (videos, DVDs, CD music, software, picture CDs, etc). Following established rules, oversee or provide cataloging and oversee end-processing. Work with the cataloging librarian to develop knowledge in this area.
- n. Work with other faculty and staff to design reconfigured center to accommodate added work stations and incorporate language lab capabilities.
- o. Work with other library faculty, as assigned, to develop proposals, plans, and procedures to implement streaming video operations

Collection Development/Subject Specialization

Working as subject specialist in assigned areas, evaluate and select library materials in all formats based on reviews in professional, technical, or career journals and knowledge of the college's curricula and programs.

To this end, assume responsibility for:

Knowledge of and evaluation of materials in assigned subject areas.

Appropriately and timely expenditures under and assigned budget

Identification of electronic resources, Internet websites, and traditional materials for inclusion in the department's "virtual library"

Prepare or update guides in assigned subject areas

Identification of obsolete materials, subject gaps, multiple copy needs, and the overall condition of collections in assigned areas.

communication, consultation, and assistance with or to teaching faculty in assigned departments or disciplines re pertinent library and other related resources and services

Reference

Provide comprehensive, one-to-one reference assistance and instruction (including in information literacy) to members of the college community. To this end, develop and maintain broad knowledge of resources regardless of format, in general reference areas as well as City Tech subject/career fields.