

## POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Electronic Resources Specialist
- CLASSIFICATION:** Library Associate 1
- REPORTS TO:** Electronic Resources Librarian
- SALARY:** \$38,372 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials
- REQUISITION #:** 527046
- DEADLINE DATE:** June 16, 2023 - applications will be reviewed as received>>

### JOB SUMMARY

As a member of the E-Resources Unit, the Electronic Resources Specialist acquires, administers and maintains, and ensures continuity of access and discoverability for the Libraries licensed and open access electronic resources in support of the University of Florida's vibrant user community. This position reports to the Electronic Resources Librarian and is an integral member of the E-Resources Unit. This position affords the opportunity to exercise technical expertise in the library's Integrated Library System (ILS), access and discovery tools, and other library or third-party systems, as well as functional expertise in library acquisition and the e-resource life cycle. The Specialist works independently and as part of an exceptional team to collaborate on impactful projects, solve problems, and provide guidance and training to colleagues.

### RESPONSIBILITIES

- Applies technical and functional expertise to administer and maintain e-resource access, management, and discovery systems, the ILS, and related systems and tools.
- Establishes, tracks, and maintains access for electronic resources. Ensures access is available to patrons via multiple discovery methods (shared statewide catalog, web scale discovery service, link resolver, and others).
- Maintains administrative accounts for electronic resource platforms and vendor databases in order to manage content and generate reports.
- Responds to and resolves electronic resources administration, access, and discovery issues in a timely manner via ticketing system, e-mail, and direct communication. Employs advanced troubleshooting and technical skills to resolve issues, consulting with internal and external partners as necessary.
- Collects and interprets electronic resources order and usage data, working with the Unit head to design and create customized cost and usage reports in line with systematic, sustainable assessment procedures.
- Loads MARC records into ILS, coordinating with the E-Resources Librarian, Collections Metadata Specialists, and Florida Virtual Campus (FLVC) to establish parameters and build profiles.

### **Resource Acquisition**

- Collaborates with collection managers, vendors, and Acquisitions & Collections Services colleagues to establish and renew orders and subscriptions for electronic resources such as e-journals, e-books, and databases. Creates and maintains order and subscription records in ILS, electronic resources management system (ERMS), vendor databases, and other systems.
- Assists E-Resources Librarian with administration, organization, and interpretation of new and established license agreements.
- Collaborates with collection managers and Acquisitions staff to monitor e-resources budgets and to troubleshoot invoicing issues.
- Reviews and processes invoices for assigned budget areas via manual input and EDI loading. Tracks and monitors payments and renewals in appropriate systems.
- Liaises with library colleagues and with vendors to reconcile and troubleshoot discrepancies with orders, invoices, and title lists across systems.

### **Liaison Duties and Projects**

- Serves as a liaison between the Electronic Resources unit and collection managers and external content providers. Provides functional and technical expertise, timely assistance, and professional guidance concerning electronic resources issues and requests.
- Assists in the design and maintenance of LibGuides and other departmental/unit web presences.
- Collaborates with colleagues in the unit and Acquisitions Department on strategic planning and goal-setting activities.
- Designs and participates in cross-training within the unit, Acquisitions department, and across the libraries.
- Actively contributes to and participates in Department-wide working groups responsible for coordinating inter and intra-Department workflows and projects.
- Uses technical and functional expertise to assist in the development and refinement of workflows to accomplish specific, time-limited goals and temporary or long-term projects.

### **Staff Development and Other Duties as Assigned**

- Serves on Library and University committees, working groups, or task forces as appropriate or as assigned.
- Pursues professional development opportunities as appropriate or as assigned.
- Assists in the daily oversight and direction of OPS/student workers.

### **QUALIFICATIONS**

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

#### ***Required:***

High School diploma or equivalent and five years of library, or relevant experience; or an Associate's degree and three years of relevant experience; or a Bachelor's degree and one year of relevant experience; or any equivalent combination or experience, training and/or education.

#### ***Preferred:***

- Working knowledge of ILS, discovery and access, ERMS, and systems and tools related to library technical services.
- Experience extracting statistics and generating reports in support of assessment efforts.
- Ability to work both collaboratively and independently to establish priorities and accomplish goals.

- Excellent analytical, organizational, communication (verbal and written), and creative problem solving skills.
- Experience using Microsoft Office products, particularly Word, Excel, and Outlook.
- Flexibility and ability to adapt and thrive in a rapidly evolving academic environment.
- Familiarity with issues and trends concerning electronic resources management in an academic library or other relevant library acquisitions or collections areas.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
- Experience supervising and/or directing the work of student workers and/or OPS staff.

### **ACQUISITIONS AND COLLECTIONS SERVICES**

The primary mission of the Acquisitions and Collections Services Department is to acquire and make discoverable resources and materials in a wide range of formats to meet the Strategic Directions and mission of the Smathers Libraries in supporting the academic and professional programs of the University of Florida. The department is divided into three units: Collections Support; Accounting & Serials; and Electronic Resources. Each area of operation is expertly staffed and dedicated to a specific set of responsibilities. The units collaborate as a team in designing workflows and implementing a variety of initiatives in service to the University of Florida user community. Most notable daily responsibilities of the Acquisitions and Collections Services Department include allocating, encumbering, and expending a thirteen million dollar materials budget; implementing and tracking vendors, invoices, order records, and payments; managing license agreements for e-journals, databases, and a multitude of resources; ensuring all electronic resources are discoverable, including bibliographic record maintenance; managing projects that traverse other departments; providing outreach to library employees on acquisitions functions and services; handling subscriptions for thousands of print/online serials and standing orders; and overseeing several innovative acquisition methods and firm ordering for print and e-books from booksellers and publishers across the world. The Department is responsible for maintaining records of payments in the library system, reconciling those records in the University's financial system, and producing standard and customized financial and performance reports for various needs.

### **UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six campus libraries and off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

## **LIBRARIES LAND ACKNOWLEDGMENT**

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

## **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 60,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. In 2020 UF announced a [UF-Anti-Racism Initiative](#). For more information, please consult the [UF homepage](#) and the [Office of the Chief Diversity Officer](#) website. A snapshot of the student body [diversity statistics](#) is available online from UF Institutional Planning and Research.

## **BENEFITS**

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#).

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

## **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area

has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

#### **APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 pm (EST) on June 16, 2023 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 527046](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).