

Member Services / Systems Librarian

Fenway Libraries Online (FLO, www.flo.org), an automated library consortium of ten academic and special libraries in Boston and Cambridge, seeks a Member Services / Systems Librarian to provide on-going support for the Voyager integrated library system (ILS) and technology training for the library staff at FLO member institutions. This individual will lead FLO in the exploring new ILS options, including open source applications, so a thorough grounding in library operations is essential. The Member Services / Systems Librarian should be creative, flexible, energetic and able to communicate effectively with all levels of library staff.

Responsibilities:

- Provide support for library staff in their use of the Voyager ILS modules – Acquisitions/Serials, Cataloging, Circulation, Media Scheduling, Reporter, and System Administration – and other software applications.
- Serve as liaison between FLO and software vendors for system and staff support.
- Produce documentation and training materials supporting ILS and other system procedures.
- Conduct training sessions for library staff.
- Maintain and enhance the OPAC.
- Provide staff support and direction for FLO operational committees.
- Assist with the evaluation of new products and services, including open source applications and ILS.
- Create customized reports and write scripts to automate system functions as needed.
- For complete list of responsibilities, see job description (available upon request).

Qualifications:

- MLS or MLIS degree required.
- 3-5 years library experience required.
- Knowledge of an integrated library system (ILS), preferably Ex Libris Voyager.
- Knowledge of main library functions (cataloging, circulation, reference, acquisitions, serials, ILL, reporting).
- Experience with training and documentation.
- Advanced competence with desktop software applications, including productivity and web-publishing software.
- Knowledge of open source software process and applications preferred.
- Knowledge of a command-line operating system such as Unix or Linux preferred.
- Excellent written and oral communication skills required.
- Flexibility appropriate for a dynamic work setting, including schedule changes that respond to the needs of the consortium.
- Desire to participate in collaborative problem solving.
- Ability to travel to member libraries in Boston and Cambridge.

Compensation:

Competitive salary plus attractive benefits package.

Start Date: October 2009

To apply:

Send email including resume, cover letter, and contact information for three professional references to Walter Stine, Executive Director, Fenway Libraries Online, c/o Wentworth Institute of Technology, 550 Huntington Avenue, Boston, MA 02115. Email: stine@flo.org.

Fenway Libraries Online encourages the application of all candidates without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, mental or physical disability, or veteran status.