Electronic Resources and Metadata Law Librarian

Job #JPF08663

- Instructional Support / School of Law / UC Irvine

POSITION OVERVIEW

Salary range: Title: Electronic Resources and Metadata Law Librarian
Title Code: Assistant Librarian, Potential Career Status
A reasonable estimate for this position is $61,920-$65,309. See Librarian Series Scale for salary range for this position.

APPLICATION WINDOW

Open date: September 7, 2023
Next review date: Monday, Oct 16, 2023 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Sunday, Jun 30, 2024 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION

The University of California, Irvine School of Law seeks a motivated, flexible, forward-thinking individual committed to process improvement to serve as Electronic Resources and Metadata Law Librarian. Under the general supervision of Head of Collection Services, the Electronic Resources and Metadata Law Librarian oversees Law Library cataloging and management of electronic resources and ensures access to electronic resources in the UC Irvine discovery system. Qualified candidates from diverse backgrounds and life experiences are encouraged to apply. The UC Irvine Libraries are committed to recruiting a diverse workforce and advancing UCI’s Commitment to Inclusive Excellence.

Responsibilities include:
Electronic Resources
• Manages retrieval and transfer for vendor-supplied metadata in all formats, using a variety of
proprietary processing options, in coordination with acquisitions personnel
• Manages activation and linking issues for electronic inventory, including problem solving based on user error reports
• Supports the acquisition and licensing of electronic resources, including renewal of serials and databases, maintaining of acquisitions data and records, and harvesting and analyzing electronic resource usage

Data and Systems
• Manages and improves workflows in the UC Library Services Platform related to locally managed and centrally managed electronic resources
• Works in a team environment across departments and divisions to facilitate identification, access, maintenance, and archival issues related to electronic resources

Policies, procedures, and collections coordination
• Troubleshoots and helps resolve electronic resource access problems
• Formulates, documents, and updates law-library policy and procedures related to electronic resources
• Participates in collection development in a team environment
• Keeps abreast of UC, state, national and international trends and developments in electronic resource management

Other responsibilities
• Participates actively and collaboratively on library committees, task forces, and project teams as appropriate
• Participates in supporting public-facing library services by working shifts at the front desk or reference desk, and completing other duties and projects as assigned
• Actively seeks opportunities to participate in professional organizations outside the library, provide university and public service, and engage in research and creative activity to meet the University of California criteria for advancement and promotion
• Other responsibilities as assigned

Qualifications include:
Required
• MLS from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience
• Demonstrated work experience with office applications for documentation and reporting (Excel, Word, etc.)
• Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equality, and inclusiveness within UCI Libraries and the campus.
• Ability to meet the University of California criteria for advancement and promotion.

Preferred Qualifications
• Relevant experience using Alma in a multi-campus university system.

Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month of sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 45% of salary. Librarians at UCI (UC Irvine) are academic appointees. Non-managerial librarians are represented by an exclusive bargaining agent, University Council – American Federation of Teachers (UC-AFT). This is a represented position.

As academic appointees, UCI Librarians receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity.
QUALIFICATIONS

Basic qualifications (required at time of application)
MLS from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience.

APPLICATION REQUIREMENTS

Document requirements
- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Inclusive Excellence Activities Statement - Statement addressing how past and/or potential contributions to inclusive excellence will advance UCI's Commitment to Inclusive Excellence. See our guidance for writing an inclusive excellence activities statement.
- Sexual Misconduct, Harassment and Discrimination Declaration Form - All applicants of academic positions at the University of California, Irvine must download, complete, sign, and upload the following form with their application: Sexual Misconduct, Harassment and Discrimination Declaration Form
- Misc / Additional (Optional)

Reference requirements
- 3-5 required (contact information only)

Apply link: https://recruit.ap.uci.edu/JPF08663

CAMPUS INFORMATION

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

JOB LOCATION

Irvine, CA