Electronic Resources Librarian
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	1/30/2023
Job Code:	2926
Job Title:	Electronic Resources Librarian
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Library
Job Family:	Library
Job Summary	The Electronic Resources Librarian is responsible for providing leadership and strategic management for the life cycle of the Library's electronic resources, ensuring optimal and accurate access to subscription/open access resources in the Library's Alma/Primo VE environment and other access points. The position works closely with the Library's Collection Development Team, subject liaisons, colleagues across the University of Houston system, and resource providers to support and improve electronic resources acquisition and collection assessment workflows and develop/implement discovery strategies. This position also contributes to the overall library services.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum one year of experience with professional acquisition or collection development as well as experience in an academic library environment.	Required	
Less than 3 yrs	Two years of recent acquisition experience in an academic or research library.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Demonstrated knowledge or experience in acquiring and managing electronic resources using integrated library systems within a library setting.	Proficient
• Demonstrated knowledge or experience in preparing and interpreting usage reports in multiple formats.	Proficient
• Knowledge or experience in managing EZ proxy server and library discovery services.	Proficient
• Experience working with the Ex Libris Alma/Primo library services.	Skilled
• Experience working with PeopleSoft.	Skilled
• Acquisition experience in an academic or research library.	Skilled
• Excellent analytical and problem-solving skills.	Proficient
• Must possess strong interpersonal, oral, and written communication skills.	Proficient
• Ability to work both independently and collaboratively in a collegial and diverse environment.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Negotiates and reviews pricing and license agreements for the new and existing subscription resources, streaming media, public performance rights, data and datasets, open access, and consortial agreements; organizes license records and maintains a good relationship with ongoing vendors.	30%
• Manages electronic resources' activation/deactivation and delivery in the Library's Alma/Primo VE environment; develops and maintains documentation of e-resources acquisition and discovery workflows and procedures for continuous improvement of library resource discovery and access.	30%
• Manages the Library's database list and the OCLC-hosted EZproxy server; resolves e-resources access issues in a timely manner.	10%
• Produces, analyzes, and interprets electronic resource assessment data in all formats to support collection development.	10%
• Stays abreast of emerging trends and best practices in the field of academic electronic resources and maintains greater programmatic awareness and transparency through the e-resource management cycle.	5%
• Participates in and contributes to departmental, Library, and campus-wide, system-wide committees or working groups and performs related duties as assigned.	5%
• Serves as a library faculty liaison for assigned disciplines.	5%
• Others duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Electronic Resources Librarian   01/30/2023