

We are committed to an employee base that represents the diverse community we serve, including all genders, ethnicities, persons with disabilities and Aboriginal peoples. We encourage all qualified applicants.



JOB OPPORTUNITY

Instructor with Responsibility Allowance

COORDINATOR II, LIBRARY SYSTEMS One year contract position

Summary of Duties:

The Coordinator II, Library Systems is responsible to the Director, Library and Learning Resources for management and development of the integrated library automation system. The incumbent is also responsible for database and bibliographic utility interfaces, interlibrary loans and other online information services and resources and for the delivery of training for these systems and resources. The Coordinator is also in charge of the planning and operation of networked computing environments in the library and the management of the library website.

The position includes responsibility for budget management, staff/faculty supervision, and liaison with other library and administrative departments. The Coordinator II, Library Systems works collaboratively with the Library Management Group and the Director, Library and Learning Resources and aims to provide excellent services that are responsive to patron and library needs and that reflect and support VCC's vision. The Coordinator is expected to use discretion and initiative to deal with situations as they arise and to assume other duties and responsibilities as assigned. Additionally, some of the duties may be delegated to individuals within the department.

SPECIFIC RESPONSIBILITIES:

The main duties and responsibilities fall within the following general areas

- a) Planning and development
- b) Systems management
- c) Administration
- d) Faculty and staff relations

a) PLANNING AND DEVELOPMENT

- Manages, operates, and provides leadership for all library systems including interlibrary loans, systems utilities and electronic resources
- Coordinates the development and maintenance of the library website and web delivered services
- Develops services in accordance with accepted library standards and plans for new services
- Participates in ongoing program review
- Advises and assists Director, Library and Learning Resources in planning and department budgeting
- Monitors technology trends and attends workshops on new technologies

b) SYSTEMS MANAGEMENT

- Oversees the development and implementation and management of automated library systems and services that respond to the needs of library staff, students and faculty.
- Ensures that library systems and services support College instructional goals
- Resolves technical problems in cooperation with ICS and system vendors
- Manages projects such as the selection and implementation of the Integrated Library System and update/redesign of library website
- Develops 'Requests For Proposal' (RFPs) for areas of responsibility. Supervises, systems migration tasks, data conversion, and other project-related processes.
- Through ongoing in-service training, enhances the expertise of the Systems Department team with the goal of providing excellent systems services and support
- Provides leadership in a changing technological environment by advancing new information technologies

c) ADMINISTRATION

- Serves on recommendation committees which assist in the appointment of faculty and support staff
- Trains, supervises and evaluates Library Systems Department employees as required
- Establishes department duty and vacation schedules in cooperation with department members
- Authorizes expenditures of budgeted funding by signing requisitions
- Monitors Library Systems Department budget expenditures
- Ensures appropriate backup and coverage during absences
- Participates as an essential member of the Library Management Group
- If requested, carries out other duties and responsibilities

d) FACULTY AND STAFF RELATIONS

- Liases with other Department Heads/Coordinators to resolve system related problems
- Works collaboratively with ICS to maximize systems integration and to resolve systems or network issues
- Promotes effective communication between all library and learning resources personnel
- Keeps Director, Library and Learning Resources informed about departmental requirements necessary to meet service goals
- Convenes departmental meetings on a regular basis
- Keeps members of the department informed about College developments
- Orients new personnel to the department. Trains Systems Department personnel and provides coaching and mentoring as required
- Works to resolve internal department conflicts

Desired Knowledge, Abilities and Skills

- Demonstrated experience in managing library automated systems, ILS upgrades, database and bibliographic utility interfaces, Internet and other electronic information services and resources.
- Familiarity with commonly used computer hardware, software, operating systems and communications networks
- Knowledge of interlibrary loans systems, protocols and current trends
- Demonstrated ability to provide leadership in a dynamic and changing environment
- Extensive experience in training staff in the user of ILS software
- Specialized experience and knowledge with library related computing standards, computer programming and/or scripting languages
- Demonstrated experience in creating and maintaining a successful, interactive library website and web delivered library resources and services
- Demonstrated ability to plan, initiate and maintain an effective library service
- Ability to plan expenditures and monitor Library Systems Department budget
- Excellent organizational, analytical and time management skills
- Communicates effectively orally and in writing with students, colleagues, and staff
- Excellent service philosophy
- Evidence of ability to work creatively and collaboratively with both internal and external constituents

Required Qualifications

- Completion of a Master's Degree in Library and Information Sciences from an accredited school of Library and Information Science or an approved (ALA/CLA) equivalent
- At least 5 years of recent specialized experience in managing library systems in a comparable library automation environment with knowledge and course work in Library Systems activities
- A solid technical skill set, with hands-on experience in scripting languages (such as shell scripting); a good understanding of Unix and Linux architectures; some knowledge of SQL and the writing of efficient SQL queries; a sound understanding of, and experience in the use of, web technologies (web design, HTML coding, graphics files, XML, Javascript, web access to back-end databases); and demonstrated experience with library data structure and mapping

Preferred Qualifications

- Experience in management of library services with particular emphasis on college libraries
- Completion of management and supervisory skill courses is desirable
- Experience in the development and delivery of technical training
- Experience in interface design
- Experience in writing, evaluating and negotiating contracts and RFPs

Appointment:

This is a one year contract position.

Commencement Date: May 2006

Salary: Salary and annual allowance are in accordance with the current Collective Agreement.

To apply, please submit your resume along with copies of credentials and a completed Faculty Employment Application form (available at www.vcc.ca) by **Wednesday, April 26, 2006** to:

Director of Human Resources
Vancouver Community College
1155 East Broadway
Vancouver, B.C. V5T 4V5
Fax: 604-871-7445

*The College appreciates your interest and thanks all candidates.
Only candidates selected for an interview will be contacted*