**Job Title:** Librarian, Electronic and Technical Services  

**Job Description:**  
Electronic and Technical Services Librarian has a leading role in workflows that establish and maintain access to, and discovery of, integrated library system (ILS) modules, including cataloging, circulation, patron and item records, and reports, as well as the set-up and management of the Library’s online discovery service. This position collaborates with California Health Sciences University (CHSU) departments and programs to oversee the Library’s website, including its discovery tools, EZproxy authentication software, link-out applications, subject guide software, videos, webinars and more. The incumbent also manages document delivery and interlibrary loan services and software systems.  
This faculty position is skilled in the latest technologies that facilitate the discovery of, and access to, a wide range of library resources and services. The Electronic and Technical Services Librarian participates in the formal educational efforts of the Library. This position participates in the overall growth and development of the Library and its services.

**Reports to:** Director, Health Sciences Library  

**Classification:** Full-Time, Exempt  

**Essential Duties:**  

**Electronic and Technical Services:**  
• In cooperation with other CHSU departments and programs, oversees the Library website, including its discovery tools, EZ proxy authentication software, link-out applications, subject guide software, tutorials, videos, and webinars;  
• Generates usage reports that enable us to gauge the value of the electronic and technical resources and services to which we subscribe.

**Instruction and Research:**  
• Participates in formal and informal library instruction, and in the overall growth and development of the library and its services including the development of instructional materials, research guides, web tutorials, videos and other support services;  
• Provides research development support, on topics that relate to the effective use of e-books, library databases, access to e-resources on mobile devices, and optimal use of citation management software.

**Supervisory Responsibilities**  
• Recruits, trains, and supervises part-time library student workers who allow the library to extend its evening and weekend hours.

**Qualifications/ Education:**  

**Education**  
• Master’s degree from an ALA-accredited library and information sciences program  

**Skills & Experience**  
• Excellent communication and strong interpersonal skills with ability to work with people at all levels of an organization;  
• Communication - Listening to others and communicating both verbally and/or written in an effective manner that fosters understanding and collaboration.  
• Experience with integrated library systems and discovery services;  
• Familiarity with EZ proxy, subject guide software, link-out applications, video production, and webinar software;  
• Experience with new and emerging technologies, especially those technologies that relate to the position responsibilities.  
• At a minimum, intermediate proficiency in Excel, Word, Outlook.  
• Ability to draft emails, letters, memos, etc. in a professional manner with attention to grammar and detail.  
• Flexible and able to prioritize workload based on urgency and importance.
Compensation: Position offers competitive wage based on experience plus benefits.

Application Instructions
Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type LIBRARIAN, ELECTRONIC AND TECHNICAL SERVICES in the subject field of the email.