

Library Web Services Manager, Library, University of Nebraska at Kearney

Job Description or Duties: This is a full-time Managerial Professional appointment reporting to the Coordinator of Virtual Library Services. The person in this position develops and maintains the Library's web-based information resources, which provide access to collections, services and other digital resources. This person is to be proactive in ensuring that the Library's Web presence is accurate, up-to-date, dynamic, and user-centered to facilitate a successful research and learning experience. Coordinates with the Integrated Library Systems staff member and provides guidance and assistance in all aspects of the development and maintenance of the Library's Integrated Library System hardware, software and associated peripherals. Works with the Workstation Support Specialist to prioritize user needs and ensure maintenance of information technology services to facilitate an effective student learning environment.

Web Services: Managing the Library Web environment. Collaborates with Library personnel to administer and further develop the library's main Website, catalog interface(s), and other Web services following best practices in responsive web design, usability and accessibility, and conforming to university Web publishing guidelines. Serves as primary point of contact for investigating and resolving Web-based problems received from library users and staff. Communicates issues and resolutions to stakeholder groups. Maintains and reports to supervisor usage statistics related to the Website and Web-based services. Evaluates, recommends, and implements appropriate emerging technologies and applications that facilitate teaching, learning and research. Along with other staff, creates new original content to market and enhance library and university initiatives.

Integrated Library System: Works with supervisor and other Library technology staff to safeguard the integrity of the ILS and its data and to ensure that faculty, students and staff have access to the full range of system functionality including online public access Catalog, Circulation, Acquisitions, Cataloging, and Serials; and other ILS modules. Provides end user support as appropriate.

Workstation support: Coordinates with other Library faculty and staff and University Information Technology Services personnel to identify, evaluate, and recommend technologies and resources to meet Library and campus needs. With Workstation Support Specialist prioritizes technology-related Library user and staff issues and needs. Serves as back-up to the Workstation Support Specialist to ensure day-to-day functionality of public and staff technology.

Additional Responsibilities: Participates as a member of the library professional staff by serving on committees and working to further the mission of the library and the university. Performs other duties related to library technology as needed to accomplish the goals of the library and the University. Accepts other duties, assignments or responsibilities from the Coordinator of Virtual Library Services and the Library Dean.

Required Qualifications: Bachelor's degree in relevant field or Bachelor's degree and equivalent experience. At least two years of experience in Web operations, preferably in a Library environment.

Preferred Qualifications: Evidence of a strong internal and external client service orientation. Good organizational, written and verbal communication skills. Superior interpersonal skills and the ability to work with others in building a positive and supportive workplace environment. Ability to work

collaboratively and independently with a minimum of direct supervision. Some experience with course management software. Some experience in working within an academic community. Experience with SpringShare products such as LibAnswers or comparable solutions. Four years of experience in Web operations, preferably in a Library environment.

START DATE: May 1, 2017

HOW TO APPLY: Application review begins March 24, 2017. For more information and to apply visit <http://unkemployment.unk.edu/>. For more information about the position contact: Rochelle Krueger, 308-865-8276. For more information about the online application process contact: 308-865-8522 or employment@unk.edu.

SALARY AND BENEFITS: With contingent offer of employment, the University of Nebraska will conduct an investigation of employment records, educational records, criminal records, and other records to verify the information provided in your application and/or any additional information you have provided is accurate. **Salary: \$55,000.** Salaries at the University of Nebraska at Kearney are competitive. The University provides a flexible benefits program at minimal cost to the employee. NuFlex benefit choices include a Medical Plan and Prescription Drug Program, Vision Care, Dental Plan, LTD, Life Insurance, AD&D Insurance, Dependent Life Insurance, Long Term Care Insurance, and Reimbursement Accounts for Health and Dependent Care. The Employee and Dependent Scholarship program is also available to eligible employees. Basic Retirement Plan options include TIAA/CREF and Fidelity.

The University of Nebraska at Kearney, serving over 6,500 students, is one of four University of Nebraska campuses. Established in 1905, the University has a tradition of emphasis in scholarly teaching at the undergraduate and graduate levels in a variety of disciplines. Kearney, a progressive city of 31,000, is the educational, medical, cultural, commercial and agricultural center of a large mid-state area. <http://www.unk.edu/>

The University of Nebraska at Kearney is responsive to University issues which support a diverse work and academic environment. The University of Nebraska at Kearney does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. This policy is applicable to all University administered programs including educational programs, financial aid, admission policies and employment policies. UNK is an Affirmative Action Equal Opportunity employer. Veterans and persons with disabilities encouraged to apply. The University affirms a policy of equal educational and employment opportunities, affirmative action in employment and nondiscrimination in providing services to the public. University employees, students and others associated with the University who have not received the benefits of these policies, are encouraged to contact the Human Resources Director/ADA Coordinator.

For a copy of the University of Nebraska at Kearney's Annual Security Report, you may contact the Office of Police and Parking Services or visit the website: http://www.unk.edu/annual_security_report