**Senior Assistant Librarian (Systems)**

**Objectives:**

**The Senior Assistant Librarian (Systems) will research and implement the technology systems, tools, expertise, and services needed to advance MCAST Library and Learning Resource Centre as a leading research library.**

**Job Responsibilities** will include but are not limited to

* Develop and lead a library technology strategy in line with the expectations of the new generation of Libraries.
* Serve as the AI Advocate for the library, identifying opportunities to integrate artificial intelligence solutions to enhance library services, improve user experiences, and streamline library operations.
* Responsible for the IT architecture and systems within the Library to ensure its optimal performance and uptime.
* Administers and oversees the management of the current Library Management System, ExLibris, and ensures the interoperability of our LMS, authentication system and other auxiliary systems
* Serves as library technological systems support to MCAST LLRC and satellite libraries. Resolve and troubleshoot issues with computer hardware, software, and networks in coordination with the MCAST IT team and Systems team
* Integrate a collection of digital library subscriptions (e.g., IEEEXplore, Emerald, Elsevier, ProQuest, EBSCO, etc.) within the library architecture for MCAST Library users.
* Works closely with the library, IT, and systems teams to optimise and customise the library system for all operations, including acquisitions, cataloguing, and e-resource management.
* Develop, communicate and recommend policies and procedures for using library technological systems and software.
* Oversees training and instruction of librarians and students on library technological services and evaluates effective performance.
* Keeps current awareness of all new technological procedures, new and emerging library applications, knowledge systems, processes and equipment, instruction technology, digital archives, simulation and presentation tools.
* Design, plan, recommend, implement, and evaluate the library's present and future automation needs. Test and Optimize new systems through iterative agile lifecycles.
* Compiles, analyses, interprets statistics, and prepares reports relating to the Library.
* Update, maintain and enhance the library's online presence, including the library website.
* Responsible for maintaining inventory of hardware and software systems within MCAST Libraries.
* Assist Library users with software or hardware questions, provide Library reference services and deliver Information sessions.
* Contribute to the Library’s plan to make it more accessible and user-friendly for the community.
* Maintain a working knowledge of integrated library system ExLibris, MARC cataloguing, Web services, and authentication systems like Open Athens.
* Develop and conduct comprehensive training and awareness sessions to promote the adoption of Open Access and empower researchers, librarians, and support staff with essential skills in the field.
* Participates in other duties as and when requested by Management in the best interest of the MCAST Library and Learning Resource Centre;
* To be available to work in accordance with the exigencies and opening timeframes of the MCAST Libraries, which may change and alter from time to time;
* The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.

**Educational Qualifications:**

Applicants for the post should be in possession of:

- A first degree in Information Science, Computer Science or any other Information Technology related discipline (subject to a minimum of 180 ECTS/ECVET) plus 3 years of professional experience working as a Systems professional, with evidence of broad, in-depth technology and systems knowledge and skills; **OR**

- A Diploma (subject to a minimum of 120 ECTS/ECVETs or equivalent Level 5 qualification) in the disciplines mentioned above and 6 years of professional experience working as a systems professional as mentioned above.

**Other:**

- Working knowledge and direct experience with integrated library systems such as ExLibris and related products; demonstrated understanding of the trends related to the ongoing development of library technologies, library automation, MARC cataloguing, Web services, Open Athens, etc., and knowledge of SQL are considered as an asset.