Definition of Class
This is a professional position in which the incumbent supports access to library collections by providing system administration for the library’s enterprise system, enhancing access to eResource collections and other external collection-related systems, as well as data migration and clean-up projects. The incumbent configures and customizes systems, optimizes system integrations, monitors and troubleshoots logs, tests upgrades, creates and manages user accounts for multiple systems, develops scripts and tools for administrative and collection related projects and works with vendors to resolve issues.

Examples of Work Performed
Administers, troubleshoots, configures and develops the library enterprise system including cataloging, serials, ERM, acquisitions, reporting and UI.

Enhances system interoperability with external systems such as content platforms and sellers, online archives, bibliographic databases, resource sharing platforms, eResource providers and public vendors.

Tests modules for full functionality when new release is installed. Trains and provides technical support to enterprise system users and works with vendors on solutions.

Streamlines data migration and output workflows. Develops scripts and tools.

Enhances interfaces with scripts and other applications to aid in collection discovery.

Develops methods to request pre-approved tangible purchases from public interface based on vendor profile.

Provides technical and design solutions for collection interfaces.

Creates programming solutions for a wide variety of vendor-provided data in various metadata formats such as MARC, EDI, etc.

Develops solutions to maintaining and synching library holding data within multiple systems.

Reviews and implements new system functionality and works collaboratively with those effected.

Uses APIs from a variety of systems to pull and match data as needed for analysis.

Compares local holdings with cooperative collections such as Hathitrust and OCLC using their APIs.

Analyzes logs to detect improvements and needs.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Administers, troubleshoots, configures and develops the library enterprise system.

2. Provides technical support, customizations and interface improvements for collection discovery-related interfaces.
3. Enhances interoperability with collection-related systems, eResource providers and public vendors.

4. Provides data migration, clean-up, analysis and compilation.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stand or walk; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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