Systems Administrator, Texas Health Science Libraries Consortium

Position Description:
The Texas Health Science Libraries Consortium (THSLC) is seeking a highly motivated and dynamic individual to provide management and direction for its Library Management System. The systems administrator is responsible for the administration and operation of the system (Voyager) and serves as the primary contact for Consortium library system issues relating to all library management system modules including cataloging, serials control, acquisitions, circulation, online catalog, and reports.

The systems administrator maintains awareness of current trends in the practice and standards of organizing information, including MARC and metadata standards; investigates, plans, and implements advanced functionality and upgrades for the THSLC systems; provides documentation, consultation, training and assistance for THSLC library staff and clients; generates statistical reports, data extracts and data loads as needed; troubleshoots THSLC library system problems; solves problems independently in consultation with other staff members, or with vendor support services; investigates and implements new web technologies to enhance the THSLC libraries presence; participates as appropriate in Consortium committees and working groups; and represents the Consortium as appropriate locally, regionally, and nationally.

The systems administrator reports to the Manager of the Texas Health Science Libraries Consortium.

Minimum Qualifications:
- Master’s degree in library or information science from a program accredited by the American Library Association.
- At least 4 years of related job experience.
- Working knowledge of library management systems.
- Experience with cataloging, acquisitions, and circulation services.
- Experience in MS Windows and UNIX environments.
- Experience using office applications software, such as Microsoft Office, web development applications, networking technologies and the internet.
- Demonstrated training, documentation, and project management skills.
- Demonstrated strong service orientation, team building skills and the ability to work in a setting with a diverse array of professionals.
- Demonstrated analytical and problem solving skills.
- Advanced oral and written communication skills.
- Knowledge and experience in applying technology solutions to a library environment.

Preferred Qualifications:
- Experience with Endeavor Voyager and Curator.
- Working knowledge of metadata standards, XML, XLST, XHTML, JavaScript, Apache and other web related technologies.
- Experience with two or more of the following: UNIX scripting, Perl, SQL, and PHP.
- Knowledge of web related technologies such as wikis, blogs, and RSS.
Institutional Environment:
The Texas Health Science Libraries Consortium (THSLC) is the collaboration of six health science libraries in the Houston-Galveston area. The THSLC leads and encourages collaboration through shared digital library environments and resources to provide access to the world of information for our educational, clinical and research communities.

The participating Consortium libraries include the Houston Academy of Medicine-Texas Medical Center Library, the University of Texas M. D. Anderson Cancer Center Research Medical Library, the University of Texas at Houston Dental Branch Library, the University of Texas at Houston Psychiatry Library, the University of Texas at Houston School of Public Health Library, and the University of Texas Medical Branch Moody Medical Library.

The Consortium libraries have extensive collections in the fields of medicine, dentistry, cancer, public health, psychiatry, and the history of medicine. Reciprocal borrowing privileges are enjoyed by cardholders of the member libraries. The holdings of the six Consortium libraries have been combined into a single shared online catalog.

The Houston libraries are located in the Texas Medical Center (TMC), which began in 1942 when the M.D. Anderson Cancer Center was built. The Baylor College of Medicine moved to Houston in 1943 and became the first educational facility in the TMC. The University of Texas Health Science Center at Houston was established at this location in 1972. Its six major health-related schools make it the largest University of Texas (UT) biomedical site.

The University of Texas Medical Branch at Galveston, established in 1891, is one of 15 UT campuses. Its library, the Moody Medical Library, is the oldest academic medical library in Texas, and houses the largest and most significant collection in the history of the health sciences in the southern United States.

The THSLC systems staff offices are located in the Research Medical Library of the University of Texas M. D. Anderson Cancer Center.

How to Apply:
This position is a non-tenure appointment and is available immediately. The systems administrator is an employee of the University of Texas M. D. Anderson Cancer Center which provides generous benefits and is an equal opportunity employer. The minimum salary is $46,000 based on experience and qualifications. Send a letter of application, resume, and names and contact information for 3 references to:

Marlene Caldwell
Manager, Texas Health Science Libraries Consortium
The University of Texas M. D. Anderson Cancer Center
Research Medical Library
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mcaldwe@mdanderson.org
Email applications accepted.