

POSITION DESCRIPTION

MEDICAL CENTER LIBRARIES AND TECHNOLOGIES (MCL&T)

DIVISION: Health Sciences (90)
DEPARTMENT: Edward G. Miner Library (0051)

INCUMBENT'S NAME: [OPEN POSITION]	DATE: July 2011
FUNCTIONAL TITLE: Liaison Services Librarian– CTSI	STATUS: Full time
CLASSIFICATION TITLE: Library Professional II	DAYS OF EFFORT: 5
POSITION CODE: 1708	PAY GRADE: N/G

POSITION SUMMARY STATEMENT

With a high level of independent judgment and self-direction, establish dynamic, collaborative networks and relationships with the researchers, faculty, staff, and administration of the University of Rochester's Clinical and Translational Science Institute (CTSI). Identify and support the information needs of clinical and translational investigators through the provision of novel services and tools. Integrate library resources and expertise into the research and educational programs of the CTSI. Act as a resource regarding issues of data curation, digital methods for scientific research, emerging digital resources, and scientific communication. Promote awareness of library services and resources, and developments in information management that can improve education, research, and patient care.

Identify and organize bioinformatics training sessions for University and library staff in consultation with others at the University involved in bioinformatics. Participate in promoting and developing Web 2.0 strategies for the benefit of the CTSI and Miner Library. Perform complex bibliographical literature searches. Develop and administer educational programs and instruct clientele, both formally and informally. Assist with development and maintenance of library web pages. Take part in the library's on-call program and the ongoing activities and institutional outreach projects of the Education and Information Services group.

Every member of our team is required to make a personal commitment to service excellence.
Staff are expected to embrace the Strong "ICARE" Commitment and make it central in their work lives each and every day.

E.1. Provide liaison services to the Clinical and Translational Science Institute (CTSI) at the University of Rochester Medical Center. (50%)

- Establish dynamic, collaborative networks and relationships with the researchers, faculty, staff, and administration of the University of Rochester's CTSI (20%):
 - Participate in departmental meetings.
 - Provide individual consultations for new faculty and new staff on library services, resources, and access.
 - Establish mechanisms within the CTSI for annual group orientations for new fellows and residents and students, as appropriate, and conducts these sessions.
 - Develop and maintain a strong and effective system for communicating with the CTSI about library resources and services. This system may include any or all of the following: email, newsletters, web 2.0 technologies, face-to-face meetings, office hours in a location convenient to CTSI personnel.

- Identify and assess the information needs of CTSI personnel and develop strategies to meet these needs (20%).
 - Provide expert bibliographic literature search services.
 - Explore new methods of supporting biomedical research.
 - Act as a resource regarding issues of data curation, digital methods for scientific research, emerging digital resources, and scientific communication.
 - Collaborate with other librarians to create, publicize, and maintain online support tools such as tutorials, online classes, and specialized web-based resources or subject guides for the CTSI.
 - Deliver on-the-spot information services at points of research, teaching and clinical care.
 - Contribute to the scientific process.
- Develop and present classes and programs on information retrieval and management skills, including but not limited to: orientation to Library resources and services; skills training on databases pertinent to the CTSI; data curation and data management issues; e-Science; scholarly communication (including the NIH public access mandate, data management plans as required by NSF, copyright, open access, etc.); updates on topics of interest such as keeping current, new technology, etc. Develop specialized classes as needed. (10%)

E.2. Participate in the activities of the Education and Information Services Group (30%)

- Act as an instructor for the Library Labs in Mastering Medical Information (MMI), a mandatory class for all first-year medical students.
- Develop and maintain teaching and presentation skills.
- Develop, implement and evaluate educational programs for faculty, staff, residents and students.
- Instruct faculty, staff, residents and students in the use of information resources and services through formal classes and informal one-on-one sessions.
- Share knowledge about emerging and emergent technologies through formal and informal educational activities; collaborate with colleagues in the application of emergent technologies in providing reference and educational services.
- Ensure that library staff are informed of current bioinformatic trends and activities at the University and nationwide, including research tools and resources available.
- Develop and maintain expert skills in the databases provided by MCL&T including but not limited to: PubMed, Ovid MEDLINE, CINAHL, PsycINFO, and Web of Science.
- Learn to proficiently use bibliographic software.
- Perform complex and highly technical computer literature searches in response to specific information requests from library customers.
- Develop and maintain skills related to the production of tutorials and videos that will provide just-in-time educational experiences and/or promote the library.
- Contribute to the Miner News Blog, Facebook page, and Twitter.
- Participate in Final Fridays and other informal instructional programs, as requested.
- Work collaboratively with the Molecular Biology Information Specialist Services (MBISS) professional to provide instruction on NCBI databases.

E.3. Participate in the Edward G. Miner Library on-call service (15%)

- Assist customers, in person, over the telephone, via e-mail or text or chat in finding information in various print and electronic resources, both in-house and remote.
- Responsible for staffing the on-call shift assigned and for assisting other librarians as needed.
- Develop and maintain expert searching skills.

- Develop and maintain expert knowledge regarding the collection of the library, the services the library provides, and the policies and procedures of the library.
- Provide informal, impromptu training to library customers in the use of databases and other resources provided and supported by MCL&T.

E.6. Participate in library and professional activities (5%)

- Attend workshops and training sessions, to keep abreast of innovations and advances in the field of medical librarianship; implement new skills and knowledge in context of personal, departmental, and library-wide responsibilities.
- Participate in staff meetings.
- Serve on appropriate committees or groups (within MCL&T, URMC, University of Rochester, greater-Rochester region, National Associations), as appropriate.
- Interview prospective new employees and provide feedback.

LEADERSHIP

Leadership is demonstrated and practiced through participation in the development and implementation of library goals and objectives. The Liaison Services Librarian will contribute to the organization through service with impact on committees both internally and externally, including involvement in professional organizations.

SUPERVISION AND DIRECTION RECEIVED

This position reports to: Assistant Director of Education and Information.

Assignments are received in both task and objective-oriented terms. Normally, only new work is reviewed upon completion for adequacy in meeting overall objectives.

SUPERVISION AND DIRECTION EXERCISED: None.

LICENSE/CERTIFICATION REQUIRED: None.

MACHINES AND EQUIPMENT USED

- Computer and peripherals
- Personal mobile device
- Printer
- Photocopier
- Scanner
- Fax machine
- Telephone

QUALIFICATIONS

Minimum Acceptable Qualifications: ALA accredited MLS; 2-5 years experience as a library professional or paraprofessional. Educational background in the biomedical or health sciences, experience in a health sciences environment, or equivalent. Expertise in online database searching. Experience with: wide variety of software applications; navigating the Internet; web development software; social networking tools and mobile devices; teaching adult learners; speaking fluently and persuasively before a group. Familiarity with current

trends, standards, and emerging technologies in libraries and the web. Superior oral and written communication skills.

Essential personal characteristics: Flexibility, initiative, creativity, and the ability and willingness to work cooperatively in an evolving technological environment. Continuous learning is essential to expand both subject domain and information science competence. Ability to manage time and multiple projects in a complex environment with a positive and creative attitude. The library's mission has a strong service orientation and staff are expected to advance that goal.

Desirable Qualifications: Graduate degree in the biomedical sciences; demonstrated ability to use and teach NCBI databases. Demonstrated knowledge of issues and technical challenges related to data management/curation, including format migration, preservation, metadata, data retrieval and use issues.

E= Primary responsibilities

NE= Secondary responsibilities

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This document describes typical duties and responsibilities and is not intended to limit management from assigning other work, either within this library service area or another, as required.