POSITION DESCRIPTION
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

(#'s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee:	1a. EmplID #:	
2. Position #: 00014604	**2a. Dept. ID #: 2030**	2b. Current or Recommended Salary:
3. Band #/Title: 3000: Professional		3a. Job Family #/Title: 3405: Educational Services Professional
4. Functional Title: **Web Services Librarian**		

5. Please check all that apply		
5a. Type of position:	☒ Full time ☐ Part-time	**IF** Part-Time, FTE Percentage: _____%
5b. Length of Position:	☐ 9 month ☐ 10 month ☐ 11 month ☒ 12 month	☐ Other Month _____

6. Institution: **University of North Dakota**	7. Division: **Academic Affairs**
8. Department: **Chester Fritz Library**	9. Unit: **Digital Initiatives, Systems & Services**
10. Work Mailing Address: 3051 University Ave., Stop 9000	11. Work Phone: 701-777-4648
12. Name & Title of Supervisor: William Martin, Head of LDISS	12a. Supervisor Posn # : 13676

13. What is the function/mission of your department?

The Library Digital Initiatives, Systems and Services (LDISS) Department of Chester Fritz Library develops and manages the technology infrastructure to support the library's mission of providing access to information to the library's patrons (UND students, faculty and staff, plus members of the public where applicable and allowable), and in support of the University's mission and strategic plan, OneUND. The department manages the library's web presence, including its web site (including access to library electronic resources, library digital collections, library and archival guides and finding aids, and joint library/faculty digital humanities projects), social media, proxy services, institutional repository, and web projects. It provides support for specialized library hardware, including scanners, self check-out machines, and displays. Finally, the department provides technical training in library-specific software, equipment, and related tools and resources for CFL staff and UND students. In the course of accomplishing these tasks, it collaborates with many different groups, including staff from all campus libraries, University IT, the High Performance Computing Center, University Research & Economic Development, TTaDA, and others as necessary.

14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)

The Web Services Librarian holds primary responsibility for managing the Chester Fritz Library's web presence in support of its mission. This includes:

- Communicating regularly with stakeholders throughout the library and the university;
- Conducting library user research, accessibility audits, and assessment initiatives;
- Designing, testing and deploying library web sites in coordination with the UND Web Team;
- Ensuring access to Library electronic resources, proxy services, digital collections, guides, archival finding aids, the UND Scholarly Commons (institutional repository), and other resources and services. Ensuring that sites and resources are maintained to appropriate professional library-specific standards, and integrated appropriately with other resources and services as needed;
- Managing the library's social media presence in conjunction with the Social Media Committee;
- Leading the Library's initiatives in web-based User Experience (UX), sitting on appropriate committees and working groups, and developing policies and procedures (again to appropriate professional library and archival standards) for Library-related and Library-integrated websites;
- Collaborating with statewide and regional library groups and associations (e.g. ODIN – the Online Dakota Information Network; other NDUS libraries; ND Library Association, etc.) in areas such as Library Technologies, Library Web-based Resources, etc.;
- Collaborating with and/or advising faculty and staff seeking advice on Library web-based resources, services, standards, and preservation options for grant-related initiatives, such as digital humanities projects;
- Other tasks related to the ongoing maintenance and development of the library's web presence.

15. Is this position essential during emergencies/closures? ☐ Yes ☒ No

(Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)

PART A - 16. Duties/Responsibilities

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training, licensure?
 If the answer is yes, the duty is "essential".
 - What is the percentage of time spent on the function?
 If the answer indicates a great % of time, the duty is probably "essential".
 - What are the consequences to others or the institution of a failure to perform the function?
 If the answer indicates a high level of accountability, the duty is "essential".

NOTE: See Position Description Instructions and examples.

Duty/Responsibility No. 1	Percent of Time 50%	Statement of duty/responsibility (used for evaluation/review of performance): Provide leadership and coordination of the Library's web site.
For ADA compliance, see instruction. Responsibility is: ☒Essential ☐ Secondary (Please check one)		

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

1. Design, develop and maintain the Library's web site and other Library-related or Library-integrated sites and resources in collaboration with other library departments and the UND Web Team.
2. Comply with the University's web publishing guidelines, and follow best practices for web design and other recommended standards. Pay special attention to professional library and archival standards, accessibility standards, standards for e-resources and services, and other library-related or library-integrated standards.
3. Monitor and evaluate the library web site, track usage, conduct library-specific usability and accessibility evaluations, and implement changes as appropriate. Work closely with Library's Head of Collections, Head of Technical Services, Head of Archives & Special Collections, and other areas on library-specific statistics and reporting, such as the Association of College & Research Libraries annual library statistical reports and NCES (National Center for Educational Statistics) reports.
4. Create and post social media content, in coordination with the Library Social Media Committee.
5. Liaise with and/or serve on appropriate Library, regional library association, statewide library association, or University groups relevant to library websites, information science websites, and web-based information sharing or dissemination.

Duty/Responsibility No. 2	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance): Cooperate with other UND and Library departments to maintain and develop essential library services.
For ADA compliance, see instruction. Responsibility is: ☒Essential ☐ Secondary (Please check one)		

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

1. Communicate regularly with other library departments, keeping them briefed on changes to the site, and gather their input.
2. Serve as primary administrator for LibGuides and related software, in cooperation with the Reference department and counterparts at the Medical and Law libraries.
3. In coordination with the Systems Librarian and the Digital Initiatives Librarian, develop and maintain applications and databases as required to support library digital collections, joint library/faculty collections and resources, and digital humanities collections as appropriate.
4. In coordination with the Systems Librarian, Digital Initiatives Librarian, and other Librarians as appropriate (e.g. Cataloging & Metadata Librarians), create or support web-based resources to assist faculty or Library staff seeking guidance on library supports for appropriate grants, e.g. guides on library support for web-based data management, grant applications, accessibility, and preservation of web-based grant projects and resources, etc.
5. Create and maintain work and procedure documentation.

Duty/Responsibility No. 3	Percent of Time 10	Statement of duty/responsibility (used for evaluation/review of performance): Provide reference service at the general reference desk during scheduled hours, which may include occasional evenings, weekends and holidays.
For ADA compliance, see instruction. Responsibility is: ☒Essential ☐ Secondary (Please check one)		

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

1. Work scheduled hours at the Reference Desk assisting users to access and interpret library resources.
2. Answer questions received across multiple points of contact, including phone, email, chat, and face-to-face interactions.
3. Conduct searches of the library's licensed databases to assist users with research or answer reference questions.
4. Offer excellent service to the library's patrons.

Duty/Responsibility No. 4	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance): Participate in professional activities, grant writing activities, special projects, and other duties as assigned.
For ADA compliance, see instruction. Responsibility is: ☒Essential ☐ Secondary (Please check one)		

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

1. Serve on library and university committees as needed.
2. Participate in meetings, conferences, and workshops as appropriate.
3. Maintain awareness of new developments and participate in professional activities.
4. Contribute to the advancement of the profession and status of the University.

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)

REQUIRED EDUCATION/TRAINING (choose one)	Major field of study or degree emphasis (accounting, economics, etc...)
☐ less than high school diploma ☐ high school diploma or GED COLLEGE LEVEL (choose one) ☐ 1 year ☐ 2 year ☐ 3 year ☐ 4 year ☐ Associate's ☐ Bachelor's GRADUATE LEVEL (choose one) ☐ 1 year ☒ 2 year ☐ post-graduate	Requires a graduate degree from a library school accredited by the American Library Association. Specialized subject knowledge (cost accounting, MACRO economics, etc.) Front-end web page design, web site management, familiarity with user experience design (including usability and accessibility testing)

Minimum Qualifications:

- Graduate degree from an ALA-accredited library school
- Experience with HTML and CSS
- Experience in an academic, research, large public, or special library.
- Customer service experience

☐ Valid Driver's License

☐ Other License(s) or Certification(s) _____

Preferred Qualifications:

- Experience with JavaScript, PHP and SQL, Linux, or other languages
- Experience with User Experience design, especially as related to libraries
- Experience in usability and accessibility testing

Competencies required: (i.e. ability to…, demonstrated leadership skills, strong communication skills)

- Ability to clearly communicate technical information to a non-technical audience.
- Detail-oriented.

Work safety requirements:

- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements

Work habit requirements:

- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances

2.	RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS	
Position Number	Job Family and Title of Persons Supervised	FTE
	May occasionally supervise one student worker	
	TOTAL	

3. INDIRECT SUPERVISION:	Total number of classified positions indirectly supervised:	
	Total number of student employees or other non-classified employees indirectly supervised:	1

4. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Repetitive activities such as: keyboarding; lifting library materials. Eye and muscle strain due to intense computer use.
	Precautionary measures taken to avoid those unusual or hazardous working conditions: Regular breaks and stretching encouraged. Ergonomically appropriate equipment provided. Employees encouraged to take work wellness training from UND Wellness Center.
	Frequency of occurrence of unusual or hazardous working conditions: Daily

5. This position is classified as: ☒ **Exempt**   ☐ **Non-Exempt (eligible for overtime)**

Executive ☐ Meets FLSA Salary Requirements	**Administrative** ☐ Meets FLSA Salary Requirements	**Professional** ☒ Meets FLSA Salary Requirements
☐Primary duty is management of the enterprise or recognized department/ subdivision ☐Does the employee have the authority to hire or fire or provide suggestions/ recommendations to hire, fire, promote or change status of other employees	☐Primary duty is office/non-manual work related to management policies/general business operations ☐Work directly related to academic instruction or training	☐Primary duty is work requiring knowledge of advanced type in science or learning ☐Work is original and creative in a field of artistic endeavor ☐Work is teaching in educational institution ☒Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
☐Customarily and regularly directs the work of two or more other employees	☐Customarily and regularly exercises discretion and independent judgment in matters of consequence	☒Work requires consistent exercise of discretion and judgment

6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			✔	
Walk			✔	
Sit			✔	
Use hands dexterously (use fingers to handle, feel)			✔	
Reach with hands and arms			✔	
Climb or balance		✔		
Pulling/Tugging/Twisting		✔		
Stoop/kneel/crouch or crawl			✔	
Talk or hear			✔	
Taste or smell	✔			
Lift & carry: up to 10 pounds			✔	
up to 25 pounds		✔		
up to 50 pounds	✔			
up to 75 pounds	✔			
up to 100 pounds	✔			
more than 100 pounds	✔			

Other (Please Explain):

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

_____   _____
Employee's Signature   Date

_____   _____
Supervisor's Signature   Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART