

Posting Date:  
3/8/2012

PVA Number:  
12-011



Position Vacancy Announcement  
**Florida A&M University**  
Tallahassee, FL 32307

**RE-ADVERTISEMENT**

**How To Apply:**

For **Executive Service, Administrative & Professional (A&P), and University Support Personnel System (USPS)** positions please submit a completed Florida A & M University application by the deadline date to:

Human Resources  
211 Foote-Hilyer  
Administration Center  
Tallahassee, FL 32307  
Telephone: (850) 599-3611  
Fax: (850) 561-2080

For **Faculty** positions please submit a completed Florida A & M University application by the deadline date to:

Mrs. Carrie M. Gavin, Director  
Equal Opportunity Programs  
674 Gamble Street  
Tallahassee, FL 32307  
Phone: (850) 599-3076

**Equal Opportunity/Equal Access Employer**

All qualified applicants will receive consideration for employment and promotion without regard to race, color, religion, age, handicap, disability, sex, marital status, national origin, or veteran status except as provided by law.

FAMU will employ only United States citizens and lawfully authorized alien workers.

Preference will be given to eligible veterans and spouses of veterans as required by Florida Statutes.

**Reference checks and background screenings are conditions of employment.**

**TITLE:** Assistant University Librarian (**Systems Librarian**)  
**POSITION NUMBER:** 18966 (Faculty)  
**LOCATION:** University Libraries  
**SALARY:** Negotiable\*\*  
**FTE:** 1.00  
**CONTRACT PERIOD:** 12 Months  
**DEADLINE DATE:** 4/9/2011

**MINIMUM QUALIFICATIONS:** A Master's degree in Library and or Information Sciences from an ALA accredited program, minimum five years professional experience in library systems management including network and systems administration; overall familiarity with major operating systems, systems security, wireless networking, web technologies and electronic information resources; evidence of advanced planning, organizational, budgetary, supervisory, assessment, analytical and project management skills and able to complete deliverables in a timely manner; excellent oral and written communication skills; the ability to work effectively in teams, and with all levels of staff and with people of culturally diverse backgrounds; strong working knowledge of current and emerging library technologies, applications software, and desktop computing. *PREFER: Advanced certifications or degree in computer/information science, ability to be highly productive while participating in multiple, simultaneous assignments; evidence of professional initiative and mature judgment; ability to achieve results with minimal supervision; experience in an academic or research library; experience with authentication software; liaison experience with vendors; experience with ILLIA, and collection development experience.*

**NOTE:** This position serves as Head of Library Systems under the direction of the Associate Director of Libraries and works closely with the Associate Director to plan, organize, evaluate, and make policy for the systems supported operations and functions of the University Libraries.

**HOW TO APPLY:** Applicant should submit the following: (1) Cover letter that explains suitability for position, (2) a FAMU employment application (go to [www.famu.edu](http://www.famu.edu)), (3) a current curriculum vitae, (4) the names, addresses, telephone numbers and e-mail addresses of three professional references, and (5) unofficial copies of undergraduate and graduate transcripts. Applications will be received until the deadline date and should be sent to:

**PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY.**  
**RE-ADVERTISEMENT: Initial Posting Date 11/18/11**

C/O Mrs. Carrie M. Gavin, Equal Opportunity Programs  
Florida A&M University  
674 Gamble Street  
Tallahassee, Florida 32307

Individuals who need a reasonable accommodation in order to participate in the application/selection process must notify the Office of Equal Opportunity Programs at (850) 599-3076 a minimum of five working days prior to the application deadline.

TDD NUMBER is (850) 561-2998