**JOB DESCRIPTION**

**JOB TITLE:**  Library Information Technology Manager **DIVISION:** Division of Academic Affairs

**SUPERVISOR’S TITLE:** Director of Library **DEPARTMENT:** Library

**BASIC FUNCTIONS:** The Library Information Technology Manager provides leadership, management, and planning for IT services that support Library programs, services, and staff. Works collegially with the Library Director, unit coordinators, campus IT staff, and related vendors to maintain and enhance library technology. Manages the Library’s Mobile Multimedia Center which serves as a central point of contact for most library technology related services. The appointee will participate in programs and activities to advance the strategic goals of the Library in connection with the strategic goals of the College.

**ENVIRONMENT:** The Benjamin F. Payton Learning Resources Center uses the Alma/Primo Integrated Library Management System (ILMS). The Library is a member of the Partnership Among South Carolina Academic Libraries (PASCAL) consortium and is part of a statewide Shared Library Services Platform (SLSP) System. The Mobile Multimedia Center and the Archives Center are integral units of library services. Students, faculty, staff, administrators, alumni, and visitors comprise the Library’s user community. For more information, visit the Library’s webpage at <http://benedict.edu/library/>.

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**PRINCIPAL ACCOUNTABILITY:**

* Provides IT support for the library’s integrated library management system (ILMS), Computer Research Center, Mobile Multimedia Center, and the Archives Center to include, but not limited to the installation, maintenance, and technical support of Library hardware and software infrastructure; maintenance of access and authentication software; maintenance of Library web services and applications; and technical support for the Archives Unit digital preservation project.
* Contributes, in conjunction with the Library Director, to internal and external committees responsible for planning and evaluating the impact of IT services throughout the Library.
* Effectively organizes, coordinates, and manages the daily operations of the Library’s Mobile Multimedia Center which includes the Help Desk in responding to the user community requests for media resources and technology related services.
* Operates various types of media equipment and instructs users on the appropriate use of specialized media equipment and technology.
* Engages with faculty across disciplines in identifying and establishing services and programs that address the needs and priorities of the student user community.
* Plans, develops, implements, and promotes media services and programs to create an awareness services for the user community.
* Works with the librarians to acquire media resources for the development of the media collection that supports class assignments and instruction for the varied academic programs.
* Surveys the user community, collects, publishes, and evaluates data to ensure that offered media services and resources meets the needs of the user community.
* Develops and implements new media services and programs to meet the needs of the user community in collaboration with the Library Director, librarians, and faculty.
* Prepares usage statistics and analysis reports regarding facility, equipment, and resource usage of Mobile Multimedia Center.
* Maintains awareness of current and emerging trends and technologies pertaining to media equipment and technology by engaging in professional development webinars, workshops, and conferences.
* Working collegially with the Library Director, develops, implements, and enforces policies and procedures that ensure the effective and efficient operation of the Mobile Multimedia Center.
* Trains and supervises College work-study students and volunteers in routine procedures and operations.
* Maintains membership in professional organizations.
* Represents Library IT at the campus level, local, state, and national professional meetings.
* Performs other duties as assigned to advance the strategic goals of the Library in connection with the strategic goals of the College.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

Demonstrated experience supporting technology-integrated learning spaces. Experience managing integrated library management system (ILMS). Experience implementing or maintaining digital library infrastructure. Demonstrated experience building collaborations around IT services. Experience developing and successfully following through on strategic priorities. Ability to establish effective working relationships with a diverse user group. Strong commitment to service and teamwork. Good oral and written communication, presentation, and interpersonal skills.

**MINIMUM TRAINING AND EXPERIENCE:**

* A master’s degree in information technology, computer science, or library and information science is required for the position.
* A minimum of five years IT experience, preferably in an academic setting.
* A minimum of three years management experience.

**APPLICATION PROCEDURE:**

Qualified applicants should submit a Benedict College Application for Employment, résumé, official transcripts, and three letters of reference to:

Office of Human Resources

Attention: Learning Resources Center (Library)

Benedict College

1600 Harden Street

Columbia, SC 29204

Position is open until filled.

No Phone Calls Please.

Note: A criminal background check is performed on candidates.