UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
Shared Print Analyst
$45,684 Min to $64,020 Mid (Minimum of Range to Midpoint of Range)
Job Number: 20110001
Close Date: 4-26-11

Job Summary:

Shared Print is the collaborative effort of the ten campuses of the University of California designed to enable the UC Libraries to continue to meet the information needs of UC faculty and students in the 21st century through efficient sharing of printed materials. The Shared Print program assumes a leadership role in planning sustainable systems for printed library materials, develops mechanisms for resource sharing, and provides a focus for the development of strategies and initiatives that guide the University's libraries through the transition to a more collaborative approach to building and sustaining library collections.

Reporting to the Shared Print Manager, this position supports existing and emerging Shared Print initiatives by analyzing collections, preparing reports, coordinating lists, maintaining documentation for agreements, maintaining and developing communication processes and tools, developing training programs and supporting research.

Job Requirements:

Master's degree in Library and Information Science from an ALA accredited institution; Knowledge of library bibliographic data; knowledge of the potential changes through the life cycle of a serial publication, including title and ISSN changes, publisher changes, evolution from abstracting and indexing to full text services. Proficiency with MS Office Suite including expert-level Excel skills to develop and use spreadsheets to store, manipulate, manage, present, and distribute datasets composed of both numeric and textual data. Strong analytical skills as demonstrated by the ability to draw conclusions in a logical, systematic way. Strong organizational skills and attention to detail. Excellent written and verbal communication skills, with a customer service mindset. Demonstrated ability to plan assignments and monitor performance according to priorities as demonstrated by regularly meeting established deadlines. Ability to travel to libraries and storage facilities to assist with training of library staff.

Preferred:

Background in library collection development and/or technical services; Knowledge and understanding of academic libraries and current and emerging models for the dissemination of scholarly content. Experience developing training scripts, sessions and modules for mediated and unmediated learning environments. Familiarity with library collection analysis tools, sources of collection management metadata and collection analysis principles. Tools include OCLC Collection Analysis Tool, Ulrich's Serials Analysis System, Ulrich's XML Data, Serials Solutions Knowledgebase, OCLC WorldCat, xISSN API, commercial content aggregator databases and other non-commercial sources. Proficiency with SQL; Proficiency with survey tools, multimedia and collaboration tools; Strong skills in graphics display software (including
graphic display modules in spreadsheet, slide presentation, and other application programs) to effectively communicate in graphic form key characteristics and relationships within large, complex datasets.

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