UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty__X__  Exempt ____  Non-Exempt ____  Other___

Date Prepared: December 3, 2012  Division: Public Services Division (PSD)

Prepared by: Nevenka Zdravkovska

Reports to: Nevenka Zdravkovska, Head, EPSL

Department: Engineering and Physical Sciences Library (http://lib.umd.edu/eps/)

Position Title: Agriculture & Natural Resources Librarian

NATURE OF WORK

The incumbent reports to the Head of the Engineering and Physical Sciences Library (EPSL) and manages a combination of duties and expectations. The incumbent serves as the librarian for the College of Agriculture and Natural Resources and is based in EPSL. EPSL serves several colleges and schools, including the College of Agriculture and Natural Resources, the A. James Clark School of Engineering, and the College of Computer, Mathematical and Natural Sciences. Along with EPSL and other subject librarians, the Agriculture and Natural Resources Librarian is in a key position to help the University of Maryland Libraries define a completely new role for subject librarians — a role that will allow the Libraries to be more closely integrated in the whole educational and research process at the University of Maryland. The subject librarians, including the Agriculture and Natural Resources Librarian, have vision and dynamic perspective to help shape new approaches to faculty/library relationships.

DUTIES AND RESPONSIBILITIES

- Serves as library liaison to specified academic units/departments, which involves, but is not limited to, promoting services available through the Libraries, supporting information literacy efforts and faculty research, creating web and digital content, and developing and managing print and electronic collections.
- Maintains strong understanding of scholarly communication models, data management, development of new digital tools, and e-Research and data services in assigned fields.
- Actively engages with faculty, students, and staff in assigned subject areas, developing strong working relationships and partnerships. Develops strong understanding of research and teaching needs of assigned units/departments, develops and enhances services in anticipation of these needs.
- Consults researchers on data management and e-Research projects.
- Provides general and subject-specific information and research service in person, by phone, through chat, instant messaging, and email, finding new ways of communication and challenging existing limitations.
- Provides general and subject-specific instruction in the use of library resources, developing innovative approaches. Assumes leadership responsibility for developing, in partnership with other groups on campus when applicable, library-based curricular educational programming.
- Identifies and implements new or enhanced services using emerging technologies.
- Works collaboratively with faculty and colleagues in the Libraries and on campus to achieve goals.
- Participates in the activities of the Science-Technology Collaborative.
- Participates in library and campus committees as appropriate.
- Participates in professional development activities.
PHYSICAL DEMANDS: Extensive use of computer.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION

Required: A Master’s degree in Library or Information Science from an ALA-accredited institution of higher education, or advanced degree in agriculture or related discipline at time of appointment.

Preferred: Significant coursework, bachelor’s degree or second advanced degree in agriculture, science or technology discipline or related field.

EXPERIENCE

Required:

- Experience with or aptitude for working effectively and creatively with faculty and students.
- Understanding of current and emerging trends in the assigned subject areas; knowledge of electronic resources and information technologies.
- Excellent oral and written communication skills.
- Excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff; ability to provide exceptional service to a diverse clientele.

Preferred:

- Experience with reference and collection development in agriculture, engineering, science, technology or related disciplines.
- Experience with collection development and management; research/information and instructional services.
- Demonstrated knowledge of relevant online resources and experience with bibliographic management tools.
- Knowledge of data management planning and/or data curation.
- Knowledge of GIS technologies.
- Experience with web technologies, visualization, repository systems, or database structure, description and development.
- Familiarity with Semantic Web technologies and major collections in agriculture, engineering, and physical and natural sciences (e.g., scholarly journals, databases, digital libraries and other resources).
- Evidence of ability to meet promotion and permanent status requirements of the University of Maryland at College Park Libraries.

Employee’s Signature________________________  Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature______________________  Date___________