UNIVERSITY OF MARYLAND LIBRARIES  
POSITION DESCRIPTION FORM

Check one: Faculty____ Exempt __X__ Non-Exempt ____ Other____

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Date Prepared: February 29, 2016  Division: Digital Systems and Stewardship
Prepared by: Ben Wallberg  Department: Software Systems Development and Research
Reports to: Ben Wallberg  Position Title: Systems Analyst (Systems Programmer/Analyst)

NATURE OF WORK

The UM Libraries’ Digital Systems and Stewardship (DSS) Division supports the library automation needs of the University System of Maryland and Affiliated Institutions (USMAI). Working within a team environment, this position will provide broad programming support to the USMAI Libraries’ integrated library system (currently Aleph) and other commercial, open source, and locally developed applications. These applications support management of and access to USMAI Libraries’ print and electronic resources. The Systems Analyst will be actively involved in the development, implementation, integration and support of USMAI library application software, including implementing interfaces to other USMAI applications. The software development activities encompass all phases of software development lifecycle, including initial configuration and setup, design, testing, updates, and ongoing support, maintenance, and troubleshooting. The Systems Analyst will report directly to the Software Systems Development and Research (SSDR) manager and coordinate with SSDR team members for the purposes of technology and expertise sharing. However the analyst will be embedded with the Consortial Library Applications Support (CLAS) team, receiving work assignments from the CLAS manager.

DUTIES AND RESPONSIBILITIES

- 40% - Work with members of the CLAS team to perform maintenance, support, and change management activities of the various components of the Libraries integrated library system (ILS) and other applications
  o Monitor ticket-tracking systems for troubleshooting, schedule and monitor regular jobs, install software patches and upgrades, and document local implementation and customization decisions.
  o Serve as technical specialist and consultant with particular mastery of ILS tools, Application Programming Interfaces, and ILS configuration tables.
  o Work with members of the CLAS team and USMAI library staff to determine policy for utilization and configuration of ILS and related systems.
  o Design and write custom and complex scripts in response to staff needs.

- 40% - Software development to extend functionality in existing applications and design new systems to meet the needs of USMAI library users.
  o Identify unmet functional requirements, work with users to develop specifications, evaluate available software, develop and document programs and scripts that extend system functionality and automate routine tasks.
o Perform detailed analysis and design of new systems, participate in in-house development in support of USMAI projects and services reliant upon ILS and related systems, lead technical development on some projects.

o Maintain current awareness of trends and issues relative to library information technology and supported applications.

- 10% - Utilize project management tools such as JIRA to record and monitor progress.

- 10% - Other software programming and management duties as assigned

**PHYSICAL DEMANDS:** Normal Office duties

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:**

**EDUCATION:**

**Required:** Bachelor's Degree

**Preferred:** Bachelor’s Degree in a field related to information sciences, computer sciences and engineering, or information management

**EXPERIENCE:**

**Required:**

- Minimum of three (3) years of programming experience;
- Demonstrated experience with command scripting;
- Working knowledge of UNIX/Linux;
- Working knowledge of SQL;
- Working knowledge of XML/XSL technologies;
- Strong service orientation;
- Ability to work independently and as a member of a team;
- Excellent interpersonal skills;
- Excellent written and verbal communications skills.

**Preferred:**

- Prior experience supporting IT in an academic research library;
- Experience with integrated library systems;
- Familiarity with object-oriented programming; especially Java;
- Experience with relational database design, development and use including Oracle, MySQL;
- Experience using version control software such as Subversion or Git.

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Employee’s Signature________________________  Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature______________________  Date___________