UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, National Sea Grant Library

DIVISION: Academic Affairs - (Grad School of Oceanography)

REPORTS TO: Director, RI Sea Grant Program

GRADE: 10

SUPERVISES: Support Staff

BASIC FUNCTION:

Responsible for the coordination of all aspects of the National Sea Grant Library (NSGL), including collection, organization, identification and loaning of scientific publications and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the overall operation of the National Sea Grant Library.

Coordinate and participate in the development, updating and improvement of data base systems, utilizing the computer and computer systems and services available at the University of Rhode Island.

Coordinate the publication of the National Sea Grant Library’s newsletters and other publications, as well as standards and procedures for the training of other staff members.

Assist the director in determining that the National Sea Grant Library is responsive to the individual requirements of federal, state and local governmental agencies as well as industry, academic institutions and public interest groups.

Coordinate the input to the systematic evaluation structure on the use and benefits of the services of the NSGL.

Coordinate the searches throughout the country via the national automated computer systems for materials/publications which might be available for the use of customers.
OTHER DUTIES AND RESPONSIBILITIES:

Assist in the preparation of the annual budget.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in library science or related field required; master's degree preferred. Previous employment in a responsible administrative and/or supervisory capacity as an assistant manager of a library depository or librarian in charge of a small branch library or small department management of a main library. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing and be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.