

Job Code:.....100356  
Position#: (PSA)..... (E)  
Developed by:....TEP; JP  
Reviewed by:.....LK; DLJ  
Approved by:.....LK  
Date:11/92; 09/05; 03/19

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, National Sea Grant Library  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** GSO Director of Administration  
**GRADE:** 10  
**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

Responsible for the coordination of all aspects of the National Sea Grant Library (NSGL), including work flow, organization, cost management and staff. Manage the online library system/publications database and responsible for updates to the NSGL website.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the support staff and daily operations, including strategic planning and work flow of the NSGL.

Provide leadership in the long range, proactive planning for the NSGL to meet and support National Sea Grant Program needs.

Prepare budgets and grant proposal submissions and compile progress and final reports of grant awards.

Oversee the acquisition, classification, organization, and archiving of all publications funded by the National Sea Grant College program.

Manage and maintain the NSGL library system/OPAC, including metadata and publication acquisition, editing and record approval, updating cataloging forms and relevant pages, including the new title lists.

Serve as point-of-contact between Sea Grant researchers and the NOAA Institutional Repository to comply with the federal mandate to increase public access to research results.

Manage and update the NSGL website, including periodic updates of the digital library series.

Compile and prepare statistical, bibliographic and informational reports based on data in the NSGL library system for the National Sea Grant Office and Individual Sea Grant programs; prepare the annual reporting publication tally.

Monitor innovative developments, technologies and applications in the library field and assess their potential for implementation in the NSGL.

Oversee and expand outreach; prioritize outreach to professional and academic entities and institutions in order to build a stronger presence in the academic, information, and research communities.

Provide reference services, including literature searches on specific marine and coastal topics.

Collaborate on national committees, programs and initiatives.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and standard office spreadsheet software; familiarity with Adobe Pro and Dreamweaver software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Demonstrated professional library experience in a supervisory or leadership capacity; Demonstrated experience with automated library systems; Demonstrated experience handling metadata and maintaining digital resources; Demonstrated familiarity with archival/preservation operations and procedures; Demonstrated experience in website design and management; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently and as part of a group with a varied constituency (K-12 educators/students, legislators, scientists, the general public, etc.); and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree or advance degree in a related information technology or information sciences field (such as Data Science, Information Management, etc.)

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