The Houston Academy of Medicine-Texas Medical Center Library
NN/LM SCR Technology Coordinator

Position Announcement ID# 541 - TC

The Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library is a major research library serving Texas Medical Center researchers, clinicians and students, including two major medical schools and over 20 member institutions. The Library is also the Regional Medical Library for the National Network of Libraries of Medicine South Central Region, with responsibility of providing health information to health professionals and consumers in the five state Region of Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

Coordinator Specific Responsibilities and Duties

• Serves as technology advisor for the South Central Region
• Coordinates e-licensing for NN/LM SCR Primary Access Libraries (PALs)
• Coordinates open access and scholarly publishing for the NN/LM SCR
• Assists the NLM with the development and implementation of a plan to identify historical and unique materials related to the health sciences located in the South Central Region
• Serves as NN/LM SCR liaison to the NN/LM Web Services and Technology Operations Center (Web-STOC)

All Coordinator Responsibilities and Duties

• Publicizes information about assigned state, technology, e-licensing, open access and scholarly publishing, historical and unique materials in the SCR
• Serves as the state liaison for assigned state in the SCR
• Develops and maintains regular lines of communication with Network members and relevant organizations
• Develops NN/LM SCR funding opportunities and promotes funding in the SCR
• Participates in the development and delivery of NN/LM SCR education courses
• Participates in NN/LM SCR sponsored exhibits
• Collaborates with members of other departments to ensure client needs are met

Qualifications:

At a Librarian/Professional II level, this position requires an ALA accredited MLS with a minimum of three years experience. This position requires demonstrated excellent written, teaching, and oral communication skills, and demonstrated ability to explain technology in plain English. It also requires demonstrated use
of web design and HTML and a working knowledge of php and MySQL. Familiarity with library technology, PubMed, MedlinePlus, and MS Office applications including but not limited to Word, Access, PowerPoint, and Excel is also required. A valid driver’s license and travel is required.

The HAM-TMC Library offers a complete benefits package which includes health, dental, life and long-term disability insurance. In addition to a comprehensive benefits package, the Library provides paid holidays, vacation accrual, a retirement plan and a monthly transportation subsidy.

The HAM-TMC Library is an equal employment opportunity and affirmative action institution, providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation, or disability.

Starting Salary: $46,000 annually and is commensurate with experience.

Position Open Until Filled. THIS IS NOT A NEW ANNOUNCEMENT. If you have previously applied for the NN/LM SCR Technology Coordinator position within the past 6 months, you do not have to reapply. Thank you.

Reference the position announcement ID# 541 - TC on all correspondence for this vacancy.

Please fax, mail or email CV or Resume to:
Zina Hayes, Human Resources Specialist
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