

# Part

# 3

## **Sample Job Advertisements and Job Descriptions**

This section provides examples of actual job ads and position descriptions related to data services. They may prove useful when creating new or revising existing job descriptions. You may also find them helpful when recruiting at your institution. You will find that they demonstrate the type of opportunities that exist in the field of data services.

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## Job Advertisements

### **Data Services Librarian**

North Carolina State University Libraries

06 Mar 2000

The North Carolina State University Libraries invites applications and nominations for the position of Data Services Librarian. This position is engaged in activities related to the design, organization, and delivery of a wide variety of digital resources. The Libraries' innovative Spatial and Numeric Data Services program provides access to software, training, and data resources, serving faculty and students throughout the university. Demand for these services and for curriculum-integrated instruction in Geographic Information Systems (GIS) is growing rapidly. These services are based in the Research and Information Services department (23 staff plus graduate assistants) and involve extensive collaboration with Digital Library Initiatives and Distance Learning Services staff, government information specialists, collection managers, and branch librarians. Collaboration also takes place with Triangle Research Libraries Network (TRLN) colleagues, faculty-led research groups, University Extension, and digital library colleagues across the country and internationally.

The position will also be affiliated with the Digital Library Initiatives Department, which brings together 9.5 FTE staff to advance the Libraries' ambitious agenda in the digital arena. The department works closely with the 15-member Systems Department, which provides technical support to ensure ongoing operation and maintenance of digital library components. Planned initiatives include development of digitized architecture and design collections, exploration and implementation of metadata standards, and application of Web technologies to digital resources and services.

#### *Responsibilities*

Under the direction of the Head of Data Services, assists in the development and management of GIS and other spatial and numeric data resources and services. Works closely with faculty and students to analyze data needs and to locate and deliver data in appropriate formats. Conducts research and evaluation of emerging software applications for data analysis, display, and management, including Web-based tools accessible to users regardless of time or location. Collects and develops metadata to enable effective data retrieval and use. Addresses issues of data archiving. Provides general and discipline-specific instructional sessions and outreach to the campus community and develops Web-based tutorials and data documentation. Educates library staff in the use of data resources. Offers hands-on assistance for users of the Libraries' public GIS workstations.

Working closely with the Head of Digital Library Initiatives, develops technical expertise in the organization of networked resources, including evaluation of online catalog use patterns, consideration of database enhancement techniques, and use of expanded indexing technologies. This includes enhanced organizational methods for traditional library access tools plus the creation and organization of new databases in support of research and academic programs. Facilitates the advancement of projects from the conceptual stage through deliverables and results. Works with other library and campus-wide groups and collaborates with faculty, students, and academic computing colleagues to shape N. C. State's information environment.

Serves on library-wide committees, task forces, and teams. Is active professionally and contributes to ongoing developments in digital libraries and data management and services.

#### *Qualifications*

Required: ALA-accredited MLS or equivalent advanced degree in Information Science. Familiarity with current issues and technologies related to spatial and numeric data resources. Ability to identify, retrieve, and use data resources. Experience with library automated catalogs and information systems. Excellent

interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing, with clients and colleagues. Ability to work collaboratively in a team environment. Ability to manage multiple projects and priorities effectively.

## **Data and Electronic Service Librarian**

Social Science Libraries and Information Services, Yale University Library

Rank: Librarian II

19 Apr 2000

### *RESPONSIBILITIES*

Under the general direction of the Director of the Social Science Libraries and Information Services (SSLIS), has responsibility for developing, maintaining and providing service for the Social Science Data Archive. Actively collaborates with library liaisons to academic departments, with the Director of the Social Science Statistical Laboratory and with the Director of Computer Services in the School of Management, to develop and provide coordinated services to meet the full range of data needs at Yale in the social science departments and in related programs and professional schools. Coordinates the provision of electronic collections and services of the SSLIS, which includes the Government Documents and Information Center. Serves as the library liaison, which includes collection development, reference and instruction, to the Statistics and Sociology Departments. Selects and acquires files for the Data Archive and takes all appropriate measures to ensure that the collection, including codebooks and associated numeric data, remain accessible in the face of changing technologies. Provides consulting and instruction in the use of the Social Science Data Archive. Maintains and develops the Library's relationships with state, national and international data organizations, such as the Roper Center and ICPSR.

Works with other staff in the department and elsewhere in the Library, including the Library Systems Office, the members of the Research Services and Collections Department, the Electronic Publishing and Collections Specialist, and the Coordinator of Geographic Information Systems to plan and implement effective means of developing, maintaining and providing access to the general social science and government document collections acquired or licensed in electronic form.

Serves as the library liaison to the Statistics and Sociology Departments, which includes providing collection development, instruction and reference services for Demography. Provides guidance for the operation and management of the Statistics Library. Serves as the SSLIS webmaster, administers the SSLIS network, provides general technical expertise, and coordinates the work of SSLIS expert computer users.

Participates in reference and research services and instruction in the Social Science Libraries, including evening and weekend hours on a rotating basis.

Supervises student assistants. Assists in the preparation of department budgets and reports as appropriate. Participates as a team member in the management and policy decisions of the Social Science Libraries and Information Services and may participate in library-wide decision-making through committee membership and other means as appropriate. Seeks grants and other outside funding opportunities. Stays professionally active and monitors developments and best practices elsewhere to help ensure the excellence of Yale's data archive and electronic services.

### **QUALIFICATIONS**

Required:

1. MLS from an ALA-accredited library school.

2. Minimum of two years of relevant professional experience.
3. Subject knowledge of the social sciences and/or government documents.
4. Experience using statistical and spatial software for data analysis and with on-line and network-based information systems.
5. Technical expertise in the configuration and maintenance of network-based servers and computer workstations.
6. Systematic approach to work, attention to detail, and ability to manage a broad variety of tasks and shifting priorities.
7. Demonstrated ability to work effectively with others.
8. Excellent oral, analytical and written communication skills.
9. Demonstrated public service attitude.

Preferred:

1. Experience in collection development, reference, and instruction in an academic or research library.
2. Experience in managing web sites.

## **Manager of Data Services**

Pennsylvania State Data Center

29 Jun 2000

### *Position Responsibilities*

Provide management, leadership, and guidance in areas of information services, marketing and product development. Supervise four full-time staff members and numerous part-time staff. Train as needed. Interview and select part-time staff as needed. Ability to travel to relevant meetings, conferences and training. Oversee customer invoicing. Trouble shoot technical problems in software, programming, statistical mapping. Contribute ideas and oversee creation of new products from start to finish in various media such as paper and electronic publications, training modules or conferences. Insure standards of customer service are met in terms of providing data and information to customers (paying and non-paying) via library, telephone, email, product sales, web, custom work. Contribute to and oversee finding niches for the organization via advertising and other mechanisms and oversee creation of promotional materials. Analyze data and write reports for external and internal audiences. Work with wide range of customers and outside vendors.

*Required/Preferred Skills and Experience* Masters degree or equivalent knowledge and experience required. Degree in demography, social sciences preferred. Two years directly related experience preferred. Experience working with U.S. Census data and geography highly desired. Experience in computer programming and statistical mapping required. SAS and Atlas Graphics utilization a plus. Working knowledge of PC-based and network-based computer applications required. Excell, Access, Quickbooks and Word Perfect highly desirable. Experience in research and data analysis preferred. Good judgement and problem solving skills are needed. Entrepreneurial outlook very helpful. Experience in marketing very beneficial. Must have ability to work in environment of multiple priorities and changing priorities. Must be customer service oriented. Must be self-motivated and able to work in a fast-paced, professional office with limited supervision, and to interact with clients, faculty, and other staff needed. Penn State and the Institute of State and Regional Affairs encourages the pursuit of higher education and persons with interests in pursuing graduate degrees are encouraged to apply.

## **Academic Computing Manager for the Social Sciences**

Wesleyan University Middletown, CT

29 Jun 2000

The Academic Computing Manager for the Social Sciences provides direction, innovation, and leadership in the use of information technology by faculty and students in the Social Sciences. Reporting to the Director of Academic Computing Services, and in close consultation with a faculty steering committee, the Academic Computing Manager for the Social Sciences is responsible for developing and managing instructional, and research computing support services for the Social Sciences faculty, and the management of discipline-specific software for the Public Affairs Center-Olin Library Data Lab. As one of a team of three discipline-specific instructional computer specialists:

- Provides support for software packages used by faculty and students such as statistical packages (SAS, SPSS, Stata, Matlab, Limdep), general application packages(Excel, Word, PowerPoint, Blackboard, WebCT, WebBoard, and web publishing tools) and specialized applications(Eviews, IFS, WDI, etc). Coordinates availability of these applications in the discipline specific labs and via the Web.
- Identifies instructional and research needs for the Social Sciences, and then identifies, develops, and deploys network resources and methods for meeting these needs.
- In conjunction with faculty and the library, acquires and/or develops course web materials.
- Consults with individual faculty on use of technology in teaching and research.
- Serves as University representative to the ICPSR (Inter-university Consortium for Political and Social Research).

### *MINIMUM DESIRED QUALIFICATIONS:*

The ideal candidate has an academic background in the social sciences with experience developing instructional resources for the Web. Experience with a wide range of applications including word processing, spreadsheet, web editing, and desktop databases is required. Experiences implementing course management systems (WebCT, Blackboard) is highly preferred. Experiences with SAS under UNIX and SPSS under Windows a plus, as is some familiarity with multimedia production techniques. S/he has a detailed understanding of the Windows (95/NT), Macintosh Operating System, and web publishing methodologies. Familiarity with Unix a plus. The ideal candidate is self-motivated and has excellent communications skills, and works well within a team environment. A bachelor's degree and several years of relevant work experience are required. An advanced degree in a Social Sciences related field is preferred.

## **Higher Education Officer/Director, CUNY Data Service**

31 Mar 1999

The Director of the CUNY Data Service reports to the Director of the Center for Urban Research. The Director of the Data Service undertakes five key activities: 1) maintains, analyzes, and disseminates results from U.S. Census and other data sets to outside clients on a fee for service basis, 2) manages The Graduate School and University Center's affiliation with the New York State Data Center and the U.S. Census, 3) initiates, develops, and supports research activities for the Data Service and Center for Urban Research, 4) trains and supervises Data Service and Center staff in analyzing such data sets and 5) assists students and faculty at the Graduate Center in gaining mastery over these data sets through courses, workshops, and continuing education.

*RESPONSIBILITIES:*

With regard to data archiving and analysis and the affiliation with the New York State Data Service, the Director will:

3. Acquire, maintain, and become highly knowledgeable about data and geographic boundary files from the U.S. Census Bureau, other federal sources, and local agencies, particularly the STF and PUMS files of the decennial Census, the TIGER file, the Current Population Survey, the New York City Housing and Vacancy Survey, and local files like the LION file and the RPAD file. The Director maintains these data on the Center for Urban Research PC network, the GSUC computer system, and the University Computer Center (UCC).
4. Undertake statistical and geographic analysis of these data using the relevant software (such as SAS, SPSS, and ARC-View) and computing platforms (including familiarity with an IBM mainframe environment) to create customized data sets, tabulations, maps, and other presentation-quality output for fee-paying clients of the Data Service, in support of Center for Urban Research projects, or at the request of the Director. Will also train and supervise research assistants to perform these activities. Maintain the affiliate relationship with the New York State Data Center and represent the Data Service at affiliate meetings and on the New York Area Data Council.
5. Advise Graduate Center faculty, students, and outside clients on Census data sources.
6. Enhance Data Service products through computer mapping, customized CDs, adding value to existing data sets.
7. Develop a Census 2000 project to 1) produce rapid response reports on key trends revealed in the 2000 Census for New York City, its neighborhoods, and the metropolitan region, 2) coordinate the production of a book analyzing these trends in greater detail, and 3) develop new forms of web-based access to the 2000 Census.

With regard to initiating and executing research activities for the Data Service and the Center for Urban Research, the Director will:

1. Identify funded research opportunities, write proposals, and make presentations to secure grants or contracts.
2. Carry out and supervise staff working on the resulting research activities.
3. Maintain relationships with the GSUC and UCC computer facilities.
4. Maintain relationships with the GSUC Business Office and the CUNY Research Foundation regarding CUNY Data Service receipts and expenditures.

With regard to training and supervising staff and enhancing the skills Of Graduate Center students, the Director will:

4. Train Data Service and Center staff in the substantive features of Census data sets and the techniques needed to analyze them.
5. Organize presentations, workshops, conferences, and similar activities to inform Graduate Center and other audiences about Census and other data resources.

With proper academic credentials, be considered for membership in a doctoral program at the Graduate Center in order to offer a course on how to utilize Census and other data sets for doctoral research.

*QUALIFICATIONS:* Bachelor's degree in social science or statistics required, with MA and PhD preferred. Also required are eight years of relevant experience, demonstrated skill in data analysis, mastery of statistical and mapping software (particularly SAS and SPSS), familiarity with Census data, a record of

producing research reports, ability to relate effectively to a wide range of constituencies, initiative with regard to developing new research activities, and intellectual curiosity about urban change.

SALARY: \$56,093 - \$80,318

## **Computer Specialist (Two Vacancies)**

National Archives and Records Administration

17 Mar 1999

SERIES: GS-0334

GRADE: GS-14, \$68,570 - \$85,978 per annum; a recruitment bonus may be paid

LOCATION: National Archives and Records Administration, Electronic and Special Media Records Services Division, College Park, Maryland

*DUTIES:* Serves as a senior technical specialist for electronic records preservation and access products. Leads products through development, implementation, and operational phases, including systems analysis, planning and design, computer programming, and systems architecture design.

## **Programmer III**

Institute for Governmental Affairs/Social Science Data Service

\$3,175 - \$4,758.33/Mo.

The Institute of Governmental Affairs Social Science Data Service (SSDS) provides computing facilities and consulting services to faculty and advanced graduate students conducting quantitative social science research. For more information about the department see <http://www.iga.ucdavis.edu>.

*Responsibilities:* Manage and support all workstations and servers at SSDS, including installing, upgrading, troubleshooting, and maintaining all relevant hardware and software and provide technical assistance to users and maintain a current backup of user files.

*Requirements:* Expert system administration skills, including day-to-day operations, planning, performance and security monitoring, resource management and troubleshooting, using several UNIX operating systems including HP-UX 9 & 10, IRIXS 4, 5 & 6, OSF1, 3 & 4 (Digital UNIX), SunOS 5 (Solaris 2.0), and Ultrix 4; experience doing UNIX systems programming in C and C++; extensive knowledge of BSD/OS, BSDI Linux, and AIX designing and programming in UNIX scripting languages, including Korn Shell (ksh), Perl, C Shell (csh), Bourne Shell and Awk; working knowledge of other computer operating systems including MS-DOS, Windows-NT, Windows 95 and MacOS; understanding of network service protocols, including Domain Name Service (DNS), Simple Mail Transfer Protocol (SMTP), Network Information Service (NIS), Network File Service (NFS), Network Time Protocol (NTP), Network News Transfer Protocol (NNTP), Simple Network Management Protocol (SNMP) and Kerberos; strong knowledge of network hardware protocols including Fiber, Token Ring, Ethernet, Fast Ethernet, and ATM; knowledge of mail standards, including x.400, RFC 821, RFC 822, SMTP, POP, and sendmail software is required; ability to learn from technical manuals and journals and apply technical information rapidly.

## **Assistant Librarian, Librarian I or II**

Population Research Library

PRINCETON UNIVERSITY LIBRARY PRINCETON, NEW JERSEY

19 Oct 98

*Description:* Princeton University Library is seeking an Assistant Population Research Librarian. The candidate selected will join the Population Research Librarian and a special collections assistant in serving the library needs of the Office of Population Research as well as the needs of other social scientists on the Princeton campus. The Population Research Library houses 35,000 monographs, 15,000 reprints, 4,500 microfilms, 12,000 pamphlets and subscribes to over 300 journals. It also provides several local databases to its users. Princeton University Library has an overall collection of over 6 million volumes, 34,000 print journal subscriptions, over 400 electronic journals, and over 250 networked databases.

Our ideal candidate for this position will be a librarian with strong skills in social science and population reference work, as well as enthusiasm for new methods of organizing, accessing, and delivering data resources. The Assistant Population Research Librarian will be responsible for providing reference service to faculty and students using both electronic and print resources, for library bibliographic and electronic resources instruction, and for assisting in maintaining the OPR Library's web site. In addition, the Assistant Librarian is responsible for locally cataloging a large variety of material, both electronic and print, and for ensuring that access to electronic OPR data collections is maintained through an appropriate approach to metadata and archiving. The Assistant Librarian also helps maintain a local tracking database for all types of acquisitions; helps analyze and deliver interlibrary loans, SDI's and table of contents services; helps mount new CD-ROM software and system upgrades; and assists in the production of a periodic newsletter.

The Assistant Librarian reports to the Librarian, Population Research Library, and works collaboratively with librarians in the Special Libraries Department as well as with all social sciences and data services librarians and staff.

*Qualifications:* Required: An ALA accredited MLS degree. Educational background in the social sciences with at least a BA or BS in a relevant field. Working knowledge of at least one modern European language. Familiarity with opacs and web resources and knowledge of html. Experience with a variety of electronic library and data resources, including knowledge of electronic numeric research data and the principles of acquiring, organizing and maintaining it. Preferred: Relevant experience in academic libraries. Knowledge of medical, demographic, and government resources, with emphasis on census and survey information. Knowledge of Microsoft Office software and Windows NT.

## **Associate Director Geospatial and Statistical Data Center**

UNIVERSITY OF VIRGINIA LIBRARY FACULTY OPENING

May 28, 1998

The University of Virginia Library is seeking a creative, enthusiastic librarian who will help to shape and direct this electronic center's future, aggressively implement and evaluate services, and ensure delivery of quality social sciences data and geographical information service in a dynamic environment. The Center was recently created by combining the Geographic Information Center and the Social Sciences Data Center. Detailed information about the Center can be found at <http://fisher.lib.virginia.edu>.

*Job Description:* The Associate Director reports to and assists the Center Director in Overall planning and operation; schedules public service activities; supervises student assistants; collects, creates, and maintains print and electronic documentation for services and tools; develops web resources; provides reference and

information service relating to government publications, social sciences data, and maps; serves as a resource for geographic information and statistical data products and services; organizes and promotes staff and user education programs for Government Information Resources (GIR) and the Center, and teaches classes in relevant areas; manages print map collections and related cartographic products; serves as a member of the GIR management team participating in collection development, goal-setting, staff development, resource management, information delivery, and problem resolution.

*Qualifications and Experience:*

Required: Master's degree in library science or a related field. Knowledge of and ability to use computer information technologies (especially GIS and/or statistical software) effectively. Ability to work and communicate effectively with users, library staff, and the University community. Commitment to professional growth and development. Organizational and supervisory skills. Strong service orientation.

*Preferred:* Knowledge of earth sciences, geography or statistics. User education or teaching experience. Demonstrated familiarity with the methods of scholarly research, especially as related to geographic, statistical and government information.

Salary and Benefits: \$35,000 or higher, depending on qualifications.

## **Instructional Support Technician**

Binghamton University Library

23 Jul 1998

\$28,889 min

*Duties:* Provides technical support for faculty/students utilizing numeric data and statistical analysis for research in the social sciences or related fields; maintains basic functionality of microcomputer equipment and peripherals in main library reference department; manages CD-ROM products and services in main library reference.

*Qualifications:* REQUIRED: Proficiency with SAS or SPSS; familiarity with Excel or other comparable software packages; working knowledge of statistics; effective oral and written communication skills; ability to work some evening and/or weekend hours; BA, preferably in the social sciences, with course work in statistics and/or research methods; commitment to maintaining current knowledge of computing technology. PREFERRED: MA in social sciences; experience, or substantial course work in methods of quantitative analysis; experience working with Geographic Information Systems (GIS); knowledge of html, ftp; experience in public service, especially in client-interview techniques.

## **Data Librarian**

Center for International Earth Science Information Network

17 Aug 1998

CIESIN, the Center for International Earth Science Information Network of Columbia University, seeks a Data Librarian who will participate actively in an interdisciplinary team of natural and social scientists and computer professionals in developing innovative data and information products. This individual will have primary responsibility for managing the Center's unique environmental and socioeconomic data and information archive and for maintaining high quality metadata resources in accordance with national and international standards.

Master in library, social or natural science with preference given to an ALA accredited MLS or advanced degree in social or natural science with coursework in Information Management required. Preferred experience includes: documenting social science and/or spatial data; work with information management systems in library, data center or data archive; knowledge of data analysis and use of statistical analysis software; use of Internet tools and/or Geographic information systems; experience with project or data archive management; and ability to use and communicate the use of socioeconomic data in electronic as well as traditional formats.

Salary: high 30's - mid 60's contingent upon education and experience.

<http://www.ciesin.org>

## **Data Services Technical Specialist**

University of Notre Dame

29 Sep 98

The Laboratory for Social Research at the University of Notre Dame seeks a technical specialist for the position of Data Services Technical Specialist to help identify and acquire data upon request from the faculty and graduate students of Arts and Letters departments. Responsibilities include upgrading and maintaining the NT, Web-based, and AFS-based data interfaces on which data reside; designing new or additional methods for acquiring and delivering data to the University community; and updating the database, hard copy holdings, and documentation of the Lab data holdings.

Qualifications include a Bachelor's degree (Master's preferred) in sociology, economics, psychology, or political science plus 2-5 years of computer-based work and data analysis. Applicants should be familiar with NT operating systems and at least one statistical software package such as SPSS or SAS. Familiarity is also necessary with Microsoft Access or another database program. Experience with Web-based data searches and other Internet-related skills, including use of FTP, UNIX, and PERL is also desirable.

Salary range: \$28,860-\$46,140

## **Social Sciences User Services Consultant**

Columbia University Academic Information Systems

29 Sep 98

Salary: Starting at \$40K

*Description:* Under general supervision, the incumbent provides consulting support to faculty, students, researchers and staff; performs day-to-day systems administration functions required for proper operation of computer systems as needed; installs, maintains, improves and documents system and commercial and locally-developed application software; assists in design and development of new system configurations and software; integrates hardware and software components from diverse sources including vendors, locally-developed and freely available on the Internet; participates in planning and implementing upgrades and new software and hardware installations; performs research, testing and evaluation of potential new systems and software; may supervise student consultants; performs other related duties as assigned.

*Qualifications:* Bachelor's degree in a social science discipline or related field, or equivalent combination of education and experience required. Familiarity with social science research methods, data analysis and application programming required, including substantial programming experience in SAS, SPSS, or an

equivalent language. Familiarity with content and use of social science data resources such as the Census, NCHS, Datastream, is highly desirable. Must have extensive experience using UNIX or Windows environment. Windows `95 and NT system administration experience in TCP/IP networked environment highly desirable. Must be able to document applications, teach courses in related topics and write articles for publications. Knowledge of microcomputers and workstations necessary. Candidate must have excellent oral and written communications skills.

## **Data/Social Sciences Librarian**

Cleveland State University Library 5 Mar 1998

Cleveland State University Library invites applications for the position of Data/Social Sciences Librarian for an innovative program working with the Urban College's NODIS (Northern Ohio Data & Information Service) to provide statistical data to campus users. The librarian proposes policies, procedures, and initiatives for the overseeing and promoting of an electronic data archives; works with NODIS as assigned to coordinate service, outreach, training, and product development; selects numerical and statistical databases and other materials for the library's social science collections; coordinates and participates in teaching classes, seminars, and workshops; participates in patron assistance and reference; serves on library teams and contributes to library decision making; engages in scholarly, professional and service activities.

*MINIMUM QUALIFICATIONS:* MSLS or equivalent degree from an ALA accredited library school Experience using statistical and geographic electronic databases, including GIS, and related software, such as ArcView Familiarity with microcomputer environments related to data labs Demonstrated leadership in providing electronic statistical and geographic data services to all levels of researchers Strong interpersonal and communication skills Strong public service orientation

*PREFERRED QUALIFICATIONS:* Advanced degree in social sciences Work experience in an academic environment Demonstrated proficiency with social science statistical packages (SAS, SPSS, STATA)

## **Data Services Coordinator**

Public Documents and Maps Department

Duke University

26 Mar 1998

*General Description* The Public Documents and Maps Department is a unit the Perkins Library System with responsibilities for collection development, public services, technical services, computer equipment and support, and physical maintenance of the collection of state, federal and international documents and maps. The Data Services Coordinator is a member of the Public Documents and Maps team, and as resource specialist for data resources (primarily in the social sciences), is responsible for acquisition and processing of, and providing access to these materials; administering the department's Web pages and online services and representing the department on related committees; providing high quality reference assistance; conducting bibliographic instruction and staff training related to the department's collections and services; and serving as the department's liaison to relevant committees and groups. The position supervises one staff member and reports to the Head, Public Documents and Maps Department.

### *Responsibilities*

1. Serves as resource specialist for data resources primarily in electronic form. Develops, implements and reviews collection policies for data resources in consultation with department head and team

members, other resource specialists, the library administration, and the University community. Identifies and cooperates with other data providers within Duke University, TRLN, the Research Triangle and nationally. Provides individual assistance to library users in locating and extracting data and has primary responsibility for remote dissemination of data via the World Wide Web. Provides instruction and training in data location and retrieval to Duke faculty, students and staff. Supervises one staff member (computer technician).

2. Provides reference service at the department's public service desk, including evening and weekend hours as well as on-call duty for selected weekends. Serves as primary resource person for data materials. Trains and assists staff in providing reference assistance for data materials in all formats. Serves as back-up during time of peak demand for reference service. Works with team members to ensure the provision of quality reference assistance to users and to continually evaluate the department's reference collection, with particular emphasis on data resources in all formats, to ensure that holdings meet user needs.
3. Coordinates design and development of Public Documents and Maps Department Web pages. Works with team members to provide an attractive and useful Web presence. Represents the department on the Web Interface Team.
4. Responsible for coordinating the selection and purchase of online services unique to the department in consultation with department's other librarians. Serves as department's representative to the Electronic Access Committee and to the Library Information Systems Department.
5. Collaborates with Duke librarians, faculty, and students to encourage full use of the department's resources. This includes staff training programs, library instruction, and classroom presentations for faculty and students as well as preparation of bibliographies, guides, displays, homepages, and other user aids.
6. Participates in professional activities at the state and national levels that enhance the development and use of data resources and the documents and maps collections at Duke.
7. Other duties as appropriate and mutually agreed upon.

#### *Qualifications*

Required: master's degree from an ALA-accredited program; minimum of two years experience with government documents or data services; demonstrated knowledge of and experience with electronic information resources; demonstrated commitment to public service; working knowledge of DOS and Windows computer environments and of HTML. Must be flexible and a self-starter, possess excellent teaching and oral and written communication skills, and have the ability to be an enthusiastic participant in a team-oriented environment.

Desirable: experience with SAS or SPSS and Extract data retrieval systems; supervisory experience.

## **Social Sciences Data Librarian**

Harvard College Library

26 Mar 1998

Harvard University is embarking on a major digital library initiative in which the development of an outstanding service for social sciences data plays an important part. Harvard College Library is seeking a Social Sciences Data Librarian to take primary responsibility for leadership in the development of a coordinated numeric data program that combines a historic printed collection with rapidly growing electronic resources. Reporting to the Librarian for the Social Sciences and working with colleagues in the

Littauer Library (Economics and Political Science), Government Documents, Environmental Resources, and Maps, the Social Sciences Data Librarian will develop a program of outreach to the user community of faculty, students and researchers in accessing the Harvard College Library's developing collection of electronic data files in the social sciences. The Social Sciences Data Librarian will also work to develop strong alliances, cooperative arrangements and networking with other Harvard data archives, such as the Harvard-MIT Data Center.

Services: - provide access to data files housed in the Library. - liaise with the Harvard-MIT Data Center. - offer training sessions in numeric data files and relevant analytic tools for both public and staff.

Operations:

- participate in the development of the Library's collection of data and GIS files.
- identify and provide access to data files available on the Internet.
- develop home pages describing resources and services for numeric data files. - with other Harvard data archives develop means for access to other data files at Harvard through local networks.

The Social Sciences Data Librarian should be comfortable with a variety of operating systems, with installing and supporting a variety of software. S/he will be expected to develop interfaces for data users with varying levels of sophistication and various needs, such as statistical analysis or GIS. When necessary s/he will develop software using programming/scripting languages such as FORTRAN, C, C++, csh and Perl.

*Qualifications:* Minimum of four years experience organizing data files and working with users to provide access and value-added data services in a research setting, preferably a research library. Experience with quantitative data in all formats. Demonstrated proficiency with social sciences statistical packages and software (e.g., Oracle, SASS, STATA, and SPSS). Familiarity with variety of hardware, network, software, and programming/scripting languages. Strong interpersonal and communications skills; user centered service orientation. Prefer MLS or equivalent; college degree in the social sciences; graduate degree in a social science with statistical analysis emphasis.

## **Special Librarian**

L&S/SOCIOLOGY

Center for Demography and Ecology UW-Madison Madison, WI

30 Apr 1998

**\*\*DEGREE AND AREA OF SPECIALIZATION\*\*** MLS DEGREE OR BACHELOR'S DEGREE IN SOCIAL SCIENCE WITH CORRESPONDING EXPERIENCE. SOCIAL SCIENCE BACKGROUND AND/OR SUBSTANTIVE KNOWLEDGE OF DEMOGRAPHIC DATA WILL BE HIGHLY DESIRABLE.

**\*\*MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE\*\*** RELEVANT EXPERIENCE MAY INCLUDE WORK IN A DATA LIBRARY OR DATA ARCHIVE SETTING, IN A SPECIAL LIBRARY SETTING, AND/OR SIGNIFICANT EXPERIENCE WORKING WITH MACHINE READABLE SOCIAL SCIENCE DATA. KNOWLEDGE OF VARIOUS COMPUTING PLATFORMS (VMS, UNIX, WINDOWS 95, WINDOWS NT). KNOW OF VARIOUS ELECTRONIC DATA STORAGE MEDIA.

**\*\*PRINCIPAL DUTIES\*\*** THE WORKING TITLE FOR THIS POSITION WILL BE DATA ARCHIVIST/LIBRARIAN

THE CDE DATA LIBRARY HAS ONE OF THE COUNTRY'S FINEST COLLECTIONS OF MACHINE-READABLE DATA FILES IN DEMOGRAPHY. THE COLLECTION OF 1300+ DATA SETS STORED ON A VARIETY OF MAGNETIC, OPTICAL, AND DIGITAL MEDIA IS STRONGEST IN U.S. CENSUS DATA AND LARGE HOUSEHOLD SURVEYS; FERTILITY, VITAL STATISTICS, LIFE HISTORY, AND SOCIAL MOBILITY STUDIES. THE DATA ARCHIVIST/LIBRARIAN WILL BE AN ACTIVE MEMBER OF THE ASSOCIATION FOR PUBLIC DATA USERS & THE INTERNATIONAL ASSOCIATION FOR SOCIAL SCIENCE INFORMATION, SERVICE AND TECHNOLOGY.

THIS DATA/ARCHIVIST/LIBRARIAN WILL DIRECT THE CDE DATA LIBRARY. FOR ADMINISTRATIVE PURPOSES, THE POSITION WILL REPORT TO THE ASSOCIATE DIRECTOR FOR ADMINISTRATION. FOR POLICY DIRECTION, THE POSITION WILL REPORT TO, AND BE GUIDED BY, THE INFORMATION SERVICES ADVISORY COMMITTEE (A COMMITTEE APPOINTED BY THE FACULTY DIRECTOR OF CDE). THE DIRECTION OF THE CDE DATA LIBRARY INVOLVES THE DEVELOPMENT, PRESERVATION, AND FACILITATION OF USE OF A LARGE COLLECTION OF COMPLEX MACHINE-READABLE DATA SETS AND ASSOCIATED DOCUMENTATION. IN ADDITION TO A LOCAL USER BASE OF OVER 100 STUDENT & FACULTY MEMBERS OF CDE, THE DATA LIBRARY IS NOW PART OF A GLOBAL ACADEMY DUE IN LARGE PART TO INTERNET ACCESS. THE DATA ARCHIVIST/LIBRARIAN WILL BE RESPONSIBLE FOR DEVELOPING AND SUPERVISING THE MAINTENANCE OF THE WORLD WIDE WEB HOME PAGE FOR THE DATA LIBRARY.

SPECIFIC ACTIVITIES FOR WHICH THIS POSITION WILL BE RESPONSIBLE INCLUDE:

-COLLECTION. WITH THE GUIDANCE OF THE INFORMATION SERVICES ADVISORY COMMITTEE, DEVELOP AND IMPLEMENT A FORMAL ACQUISITION POLICY FOR CDE AND ADAPT THAT POLICY TO THE CHANGING RESEARCH NEEDS OF THE CDE FACULTY AS APPROPRIATE. LOCATE & ACQUIRE MACHINE-READABLE DATA SETS AND DOCUMENTATION AS REQUESTED BY CDE RESEARCHERS OR IN ACCORDANCE WITH ACQUISITIONS POLICIES. DATA COLLECTION ACTIVITIES IN CDE RESEARCHERS OR IN ACCORDANCE WITH ACQUISITIONS POLICIES. DATA COLLECTION ACTIVITIES IN CDE ARE CURRENTLY CONCENTRATED IN U.S. AND INTERNATIONAL CENSUSES, MAJOR CROSS-SECTIONAL AND LONGITUDINAL SURVEYS INVOLVING NATIVITY, MORTALITY, MIGRATION, URBANIZATION AND LABOR FORCE. THE COLLECTION CURRENTLY CONSISTS OF DATA FILES HELD ON VARIOUS MEDIA (SOME 40GB) ON MULTIPLE PLATFORMS IN A NETWORKED CLIENT-SERVER EQUIPMENT.

-FACILITATE USE OF DATA. ANSWER QUESTIONS OF DATA USE, PRESENT SEMINARS AS REQUESTED, WORK WITH INDIVIDUAL FACULTY & GRADUATE STUDENTS TO RESOLVE PROBLEMS AND CLARIFY CONTENTS OF DATA SETS.

-ADMINISTRATIVE AND SUPERVISION DUTIES. SELECT & TRAIN STAFF OF THE DATA LIBRARY (ONE PROFESSIONAL STAFF PERSON AND STUDENT ASSISTANTS) AS VACANCIES OCCUR. SUPERVISE WORKFLOW IN THE DATA LIBRARY. COORDINATE DATA LIBRARY ACTIVITIES WITH OTHER UNITS IN CDE (ESPECIALLY THE CDE LIBRARY & SOCIAL SCIENCE COMPUTING COOPERATIVE) TO ASSURE EFFECTIVE FUNCTIONING OF THE ORGANIZATION AS A WHOLE. PARTICIPATE IN THE CONSTRUCTION & IMPLEMENTATION OF POLICIES & PROCEDURES RELATED TO THE DEVELOPMENT, USE AND PRESERVATION OF INFORMATION SERVICES AVAILABLE THROUGH THE CENTER'S PRINT & DATA LIBRARIES. PARTICIPATE IN PROFESSIONAL ORGANIZATIONS IN AN EFFORT TO KEEP CURRENT WITH DEVELOPMENTS IN THE FIELD, TO BE AWARE OF DATA ACQUISITION POSSIBILITIES, AND TO FOSTER A NETWORK OF PEOPLE IN SIMILAR ORGANIZATIONS THROUGHOUT THE COUNTRY AND THE WORLD.

## **GIS and Map Librarian position**

University of Toronto Data

Map and Government Information Services (DMGIS)

30 Jun 1998

*RESPONSIBILITIES:* Responsible for the management and operation of Geographic Information Systems (GIS) and print cartographic information services within DMGIS. Includes selection, technical services, and public services. Plans hardware and software environments for both geospatial map files and print map formats in support of teaching and research. Plans and implements new directions for services in GIS in collaboration with other groups within the library, on the campus, and provincially and nationally. Develops training and documentation for GIS and traditional map formats. Further develops the Map Library web-site to deliver information, software, metadata and geospatial files to users. Hires, trains and supervises full-time and part-time staff to assist with GIS and print map formats. Provides reference service for government publications and data in addition to GIS and maps. Participates in the DMGIS management team.

*QUALIFICATIONS:* ALA accredited MLS degree or equivalent. Academic background in or work experience with maps, GIS software such as ARC-INFO, ArcView, or MapInfo, and geospatial map files, preferably in an academic/research library. Reference experience and a high degree of computer literacy are required. Ability to take on a leadership role in a challenging and rapidly changing environment. Strong commitment to delivering user-oriented service and training in all formats. Strong interpersonal and communications skills (oral and written) and ability to work as part of a team. Good organizational skills and flexibility. Knowledge of cataloguing and metadata creation an asset.

SALARY: Librarian II \$36,700 - \$44,600

Librarian III \$42,300 -

## **Data Librarian**

Edinburgh University Computing Services DATA LIBRARY

12 Jul 1996

Edinburgh University Data Library (EUDL) provides online access for local researchers and teachers to a wide variety of data, and acquires data on demand from users, either directly from producers or through the Data Archive at Essex or other intermediaries; support is also given to local users who wish to gain online access to data held in other Data Libraries, Archives and Centres throughout the world. EUDL is an integral part of The Data Library at Edinburgh which also hosts EDINA, a national datacentre designated by the Joint Information Systems Committee

A Data Librarian is required to act upon user data requests and to assist in the development of the services provided for the local teaching and research communities. This will include liaising and acting in concert with users and support staff from academic departments throughout the University, the Computing Services and Library. Skills required include: some familiarity with handling a variety of data sets and their use in a range of relevant application software packages; experience of handling and transferring data over local area networks and the 'Internet'.

salary range: Sterling 14,317 to Sterling 21,519

## **Coordinator of Electronic Data Services**

Emory University

12 Jun 1996 1

*ENVIRONMENT:* Emory University's General Libraries seek a Coordinator of Electronic Data Services who is eager to participate in the accomplishment of the following goal from the library's strategic plan: "Provide quality services that facilitate user access to a broad spectrum of locally maintained and networked information sources accessed remotely. User education in the skills required to access, manage, and assess information sources is important as is the goal of user self-sufficiency." The Coordinator of Electronic Data Services will work in a team setting with operational units of the General Libraries to develop and deploy numeric data information services and resources. A new facility, soon to be under construction, will enhance the opportunity for innovative approaches to the use of information technology and the development of services for the scholarly community in the electronic environment.

*RESPONSIBILITIES:* Within the context of a changing environment, this position will provide reference and research services as well as outreach and training for users of numeric data in machine-readable form. Working with other library staff, the position will develop numeric data as a major reference resource. The position will also be responsible for identifying and acquiring datafiles from ICPSR and other vendors and for selecting storage and access options including both hardware and software necessary to support distributed computing. Development of policies and procedures in support of the data collection and its services will also be a responsibility. The position will serve as official Emory representative to ICPSR and other relevant professional organizations. The position will report jointly to the Coordinator for the Social Science Collections and the Head of Reference Information, Consulting and Instruction.

*QUALIFICATIONS:* ALA accredited MLS or masters degree in the social sciences or related discipline; knowledge of social science quantitative methodology; ability to work with all levels of researchers; good organizational skills; ability to interact successfully and communicate in a clear, knowledgeable and personable manner in both a team environment and on an individual basis; demonstrated proficiency with social science statistical packages (e.g. SPSS, SAS). Desired qualifications include: one or more years experience in a social science data library or related organization; knowledge of the UNIX environment and related programming languages (e.g. PERL); familiarity with networked environments and AIX.

## **Government Documents/Data Services Librarian**

University of Tennessee, Knoxville

8 Oct 1996

Appointment rank: Assistant or Associate Professor

Salary: \$27,000 minimum

*RESPONSIBILITIES:* This newly created position offers an exciting opportunity to combine new technologies with traditional documents and reference work. Assesses and plans the delivery of all formats of electronic government documents and the application of digital technology; designs and provides training in the use of electronic government documents to library staff and users; provides government documents reference assistance; maintains government documents home page; works closely with the Social Science Reference Coordinator on the identification, acquisition, and management of data from the Inter-University Consortium for Political and Social Research (ICPSR) and other sources; serves as the official representative to ICPSR; collaborates with library acquisitions and cataloging teams in ordering and processing electronic data files; develops and promotes the use of electronic data files; develops electronic services in collaboration with the Agriculture/Veterinary Medicine Library and the Cartographic Information Center, including the use of Geographic Information Systems (GIS) and software. Reports to the Coordinator, Documents and Microforms.

The Documents and Microforms unit is a part of Reference Services in the Hodges Library. The unit is an 82% selective federal depository and one of six Tennessee state depository libraries. Ongoing monthly GPO tape records are included in the OPAC beginning in 1992 and a GPO Access gateway on the Web was established in 1995. Depository map collections are housed in the Cartographic Information Center which also serves as the Earth Sciences Information Center for the state and was a participant in the ARL-GIS project. Department of Agriculture publications are sent to the Agriculture/Veterinary Medicine Library. Library holdings include over 1 million government documents and maps in print, microform, and electronic formats.

*QUALIFICATIONS:* ALA-accredited MLS; experience or training in government documents; substantial experience in microcomputer applications in libraries including technical skills related to hardware and software; experience or training in the use of numeric data in electronic format, and the use and application of basic statistics; ability to plan and implement innovative user services; excellent oral and written communication skills. Preferred: Knowledge of UNIX, Windows, LAN, the Internet, GIS, and machine-readable datafiles.

## **Government and Social Sciences Data Librarian**

Rutgers, the State University of New Jersey

Archibald Stevens Alexander Library

*RESPONSIBILITIES:* As Government and Social Sciences Data Librarian will be the primary resource person for the planning and delivery of government electronic information and services. Responsibilities include the development of archival and support services for full-text and numeric data (i.e. ICPSR data) in various machine-readable formats, consultation with users, assistance with data extraction, and training. Works closely with the Government Resources Librarian and department heads. Participates in general and specialized reference services which include reference in government information and library instruction as appropriate. Serves as a public service liaison with Technical Service units in the planning and implementation of automated access to federal and other documents.

*QUALIFICATIONS:* MLS from an ALA accredited library school and three years of professional academic library experience required, preferably with government publications or social sciences data. Knowledge of and experience with machine-readable data, DOS and UNIX operating systems, Windows, CD-ROM networks, the Internet, and statistical and geographic information systems (GIS) software packages is required, as well as knowledge of bibliographic control in an automated environment. An advanced degree in a relevant field is highly desirable. A record of scholarly achievement and involvement in professional associations are preferred.

*SALARY:* Dependent upon experience and qualifications with a minimum of \$39,184 for a Librarian III tenure track appointment.

## **Senior Special Librarian**

L&S/DATA AND PROGRAM LIBRARY SERVICE UNIVERSITY OF WISCONSIN-MADISON 17  
Sep 1997

**\*\*DEGREE AND AREA OF SPECIALIZATION\*\*** MLS or advanced degree in social science discipline.

**\*\*MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE\*\*** At least 7 years of experience in a data library and archival setting, or in a special library setting including familiarity with social science data, 3 of which must involve supervisory experience. Systems administration skills (Windows NT, Networking, Web-based applications) desirable.

**\*\*PRINCIPAL DUTIES\*\*** Responsible for day-to-day operations and management of an academic social science numeric data library and archive (a special library on the U.W. Madison campus). Manages and works with professional library staff (currently 1.2 FTEs), and supervise student hourly employees (currently 1 FTE). Responsible for the management and administration of library budget, and works with the Faculty Director and library staff to allocate funds and establish spending priorities. Responsible for administration and management of the library's computer systems, which include Windows NT, Internet, and Web-based applications, and the library's Microsoft Access database system. Provides reference services to library users. Outreach to other campus librarians, University faculty, and external users to facilitate access to library data. Will manage the library's large and growing on-line data archive, and work with U.W. faculty to facilitate the archiving of original datasets at the library. Depending on qualifications, may assume duties of the Official Representative of the campus' membership to the Inter-university Consortium for Political and Social Research.

## **Data Archive Data Manager and Processing Asst.**

ESRC Data Archive, University of Essex

The ESRC Data Archive is the UK's principal repository of economic and social science data and operates with a remit to acquire, store and disseminate data for research and teaching throughout the higher education sector. The Archive seeks to appoint two posts in its Data Processing Section.

**DATA MANAGER** (£316,191 - £320,953 per annum) The duties of this post will be primarily split into two main sections; the management of the data processing section and the support of Archive staff and users in issues concerned with data analysis. The Data Manager will probably have a strong social science or statistical background with proven experience in the analysis of data and will demonstrate a clear capability to organise workloads and supervise staff. (Ref: R/662)

**DATA PROCESSING ASSISTANT** (£38216 - £310,804 per annum)

The duties of this post will include the checking and processing of data, writing data entry commands, running programs on new acquisitions, transferring data files and editing data. The Data Processing Assistant will report initially to the Data Manager.

The Processing Assistant will be expected to display good numeracy and computer skills and will be required to show that they are capable of dealing accurately with detailed information.

## **Associate Director, Data Center**

Data Center

Harvard University

24 Jan 1995

The Associate Director is the top staff position in the Data Center, working together with the faculty director. The Center is the principal repository of quantitative social science data at Harvard University and the official representative of the University to the Inter-University Consortium for Political and Social Research, the Roper Center for Survey Research, the National Center for Health Statistics, and is a contact point for several other national and international archives. In addition to providing data and codebooks to students and faculty in departments and schools throughout Harvard, the center provides computational resources to analyze these data with an extensive PC-based Novell network and an integrated HP-UX cluster. The Associate Director is highly visible within the Harvard community and coordinates with other computing specialists at Harvard.

The Data Center is housed in the Department of Government. It supports all aspects of computing for the department including research, administrative, and instructional activities. The center's staff also assists the Department of Economics, the Center for International Affairs, and some other units with their computing needs. The Data Center also sponsors occasional workshops and colloquia in political methodology and social science statistics.

The Associate Director manages the staff (including one full time, one half-time, and several part-time staff); administers our computer networks, software, data library, and computer labs; provides technical advice and guidance to students, faculty, and staff on data analysis, acquisition, and archiving; provides advice on computer purchases, and computational issues related to research, coursework, and administration; supervises the acquisition and cataloging of data sets and codebooks; teaches occasional mini-courses on software and data issues; writes software and documentation; participates in computing activities FAS- and university-wide; and assists in developing and implementing the center's financial and other policies.

The ideal applicant would have a strong background in computer support, network administration, and programming; training in the social sciences and statistical applications; and experience managing personnel. College degree required; advanced degree strongly preferred. Salary depends on qualifications.

## **Social Sciences Data Services Coordinator**

Government Documents Section

University of Virginia Library

27 Apr 95

The Social Sciences Data Center, 1 of 7 electronic information centers in the University Library, makes available numeric data in electronic formats to faculty and students. The other library e-centers focus on e-texts, digital images, geographical information, music, science data, and rare books and manuscripts.

Reporting to the Documents Librarian, the Social Sciences Data Services Coordinator develops and promotes the use of social and economic statistical/numeric data collections and products in electronic format, and coordinates the Social Sciences Data Center services with other Library electronic data collection and dissemination efforts, especially the Geographical Information Center. Serves as Official Representative for the Virginia Federation ICPSR membership and coordinates use of ICPSR. Trains staff in the promotion and use of electronic data; designs instructional programs and materials, especially using the World Wide Web. Anticipates new technology and develops proposals for its acquisition. Supervises students assistants. Serves as a member of the Government Documents management team participating with other faculty in collection development, goal setting, staff development, resource management, information delivery, and problem resolution.

*Required qualifications and experience:* Master's degree or higher in a relevant field, with preference for an ALA-accredited MLS. Knowledge of and ability to use and teach social and economic data in electronic format as well as traditional formats. Knowledge of and ability to use computer and electronic information delivery technologies effectively, especially World Wide Web. Knowledge of the methods of scholarly research in the social sciences. Ability to work and communicate effectively with library staff, the University community, and other users.

*Preferred qualifications:* Knowledge of and ability to use Geographic Information Systems (GIS) as related to social and economic data. Knowledge of government publications and maps including print, microform, and electronic formats. Demonstrated organizational and supervisory skills.

Salary: \$35,000 or higher

## **Data Librarian**

Rice University

03 Jul 95

The Data Librarian position offers an exciting opportunity to combine high tech with traditional documents and reference work. As part of the Electronic Studio group of Information Systems and the Government Publications and Special Resources division of Fondren Library, you will develop electronic data services and resources to support the Electronic Studio project, Engineering, Social Science, and Natural Science. The Electronic Studio group integrates technology into the curriculum, supports outreach projects with local school districts, and pursues innovative research projects. Government Publications houses some 2 million government documents and is a selective federal depository, a Texas state depository, and a Patent and Trademark Office Depository Library.

*Responsibilities:* The Data Librarian works as part of the Electronic Studio group in Information Systems and the Government Publications and Special Resources Department in User Services. You will

contribute to the development of undergraduate electronic studios; develop electronic documents services, including CD-ROMs, Internet, and on-line access to government information; be responsible for GIS systems including locating and linking of data and creation of views using ARCVIEW and ARCINFO software; manage ICPSR tapes; develop training and user guides to electronic resources; provide documents reference service to faculty, students, and staff to support Electronic Studio projects.

*Qualifications:* Required: Master's degree from an ALA accredited program; substantial knowledge of microcomputer applications; degree in an Engineering, Science, or computational Social Science discipline; excellent oral and written communication skills; ability to plan and implement innovative services responsive to user needs; ability to work well with colleagues and clients.

*Preferred:* Knowledge of DOS and UNIX operating systems, Windows, CD-ROM installation, the Internet including WWW, and software packages such as Dbase, SAS, Landview, Arcview, and Extract; experience with federal documents.

Salary: minimum salary \$29,000 with hiring salary based on experience and education.

## **Head of Electronic Data Services**

Butler Library, Columbia University

June 29, 1992

Head of Electronic Data Services Columbia University Libraries is seeking an experienced reference librarian to head Electronic Data services (EDS), a new unit jointly operated by the Libraries and Academic Computing (AcIS). The goal of EDS is to enhance instruction and research which use numeric information and mapping data in machine-readable form. The Head of EDS reports to the Assistant Director of the Social Sciences Division of the Libraries, works closely with the Assistant Director for AcIS, and participates in reference service at the Lehman Social Sciences Library where EDS is located.

*Responsibilities:* The incumbent will be responsible for the operation and development of archival and support services for numeric data in all machine-readable formats. Responsibilities include day-to-day operation of the unit, development of policies and procedures, consultations with users, assistance with data extraction, and support of training. Outreach and liaison with faculty, students, researchers, and computer lab directors is a key responsibility; as is working with reference librarians to develop numeric data as a major reference resource. The incumbent will also formulate bibliographic control mechanisms for data sets, prepare annual budget proposals, and write grant proposals to enhance support for EDS.

*Working relationships:* Internally, the head of EDS will work closely with the research support staff of AcIS, with the government documents librarian, and with the head of the Libraries' Electronic Text Service. Externally, the head of EDS fulfills membership responsibilities with ICPSR, the New York State Data Center, and the National center for Health Statistics.

*Requirements:* ALA-accredited MLS; experience in a research library reference department; experience with numeric electronic resources and services; excellent interpersonal, communications and administrative skills; ability to support training programs; and experience in a variety of computer environments. Preferred qualifications are: Background in social science and quantitative research; experience with Census data; advanced subject degree in a social science or other research field; familiarity with major statistical packages.

## **Data Archivist (Research Consultant)**

University of Washington

Center for Social Science Computation and Research

*Description:* Supervise and develop a large electronic data archive. Manipulate and construct large social science data files. Teach periodic courses in the use of data archive. Request data from international archives; integrate new data into existing archive; run large computer runs construction SPSS and SAS system files from electronic data; convert tapes to other computer storage media; counsel social science faculty, staff and students on choice of data.

*Requires:* Bachelor's degree, Master's or Ph.D. preferred in statistics, library science or social science. At least a year of direct experience, in electronic data archive development and maintenance.

Salary Range: \$2,075 - 2,457

## Job Descriptions

### **Data Library Coordinator (University of Alberta)**

#### DATA LIBRARY

Function: Coordinate the services of the University of Alberta Data Library.

#### Relations:

Supervise the Data Librarian; work with researchers, instructors and students in the use of Data Library files; interact with the professional staff at other data libraries; interact with distributors of machine-readable data; represent the Data Library both on and off campus.

#### Description of duties:

- develop and recommend Data Library policies in keeping with the objectives of the Department
- prepare a budget for the Data Library
- evaluate and recommend software and hardware requirements of the Data Library
- review and monitor the use of the Data Library services and data
- prepare reports on the status of the Data Library
- prepare proposals for the development of the Data Library
- supervise the Data Librarian and temporary staff
- design and create new retrieval software for the Data Library
- provide programmer support for Data Library retrieval software
- provide consulting support for use of Data Library machine-readable files
- teach short courses about the use of the Data Library
- promote the Data Library to researchers, instructors, and students
- promote the Data Library to University administration
- represent the Data Library in the ICPSR and ISLA
- maintain liaison with other data libraries and data distributors (UBC, SFU, UT, Statistics Canada, etc.)
- participate in data library/archive professional organizations (IASSIST, CAPDU)

Education: M.A.

#### Skills and Experience:

- extensive knowledge of at least one major programming language
- extensive knowledge of statistical software and data management
- extensive knowledge of quantitative research methods in the analysis of social science data
- knowledge of the operation of information centers
- good communication skills
- supervision skills

## **Data Librarian (University of Alberta Data Library)**

### Functions:

1. Provide librarian services to the University of Alberta Data Library
2. Provide consultative support for special library application software dealing with library and bibliographic automation.

### Relations:

1. Work closely with the Data Library Coordinator to support the daily operation of the Data Library and to plan for the growth of the Data Library; work with University Library Cataloguing to coordinate entry of holdings in the DOBIS Public On-line Catalogue; interact with the Data Base Management Section of UCS to maintain the SPIRES Data Library subfile; and work with researchers, instructors and students in their search for data.
2. Work with staff in departmental libraries to identify microcomputers software to assist with the operation of small libraries.

### Description of duties:

- maintain appropriate systems for classification, cataloguing and indexing of machine-readable data products held by the Data Library
- maintain contact and work with University Library Cataloguing in cataloguing Data Library holdings in the Union Catalogue staff a circulation desk
- maintain the organization of the physical facility and resources of the Data Library
- establish and maintain a reference service
- review and monitor University needs for machine-readable data and related publications
- prepare a collection development policy for machine-readable data serve as the contact for information assistance in the use of the Data Library
- maintain and update of the SPIRES Data Library subfile design and create new data bases and indices as needed to enhance existing services
- prepare user documentation related to the Data Library products and services
- distribute data to other institutions teach short courses in the use of the Data Library
- maintain contact with other Data Libraries and data holding institutions (UBC, ICPSR, IASSIST, IFDO, etc.)
- participate in data library/archive professional organizations (IASSIST, IFDO)
- generate statistical reports on Data Library usage
- write articles and advertisements promoting Data Library services and acquisitions create and maintain a data base of microcomputer software products related to library applications
- collect available information, brochures and demo discs related to library microcomputer software provide demonstrations of library microcomputer software
- publish articles about available software in UCS Bulletin and library journals

Education: A degree in Library Science in addition to an undergraduate degree, preferably in the social sciences, sciences or business.

Qualifications:

- basic knowledge of programming with SPIRES, some knowledge of programming would be helpful
- basic knowledge of quantitative research methods in the analysis of social science data
- extensive knowledge of library automated systems
- extensive knowledge of information science and SDI(Selective Dissemination of Information)method as applied to libraries and scientific communication.

## **UCSD Data Services Librarian**

### POSITION DESCRIPTION

December 13, 1990

NAME: Jim Jacobs

TITLE/POSITION: Data Services Librarian, Research Services Department.

RANK/STEP: Librarian, I

PERIOD COVERED: January 1989 - December 1990

SUPERVISORS: Ginny Steel (Research Services Dept.)

George Soete (Collection Development)

**DATA SERVICES. (70%)** As project manager for data services, provide information in machine-readable formats to support research and instruction at UCSD; select, order, acquire, process, and maintain a collection of machine readable data files; coordinate selection with other bibliographers, supervise the Social Sciences Data base project including supervise two student programmers; supervise one full-time Administrative Analyst; provide faculty liaison for any social science or humanities department with data services needs; deliver reference and data services; plan and evaluate service delivery for machine-readable information; serve as the UCSD Official Representative to the Inter-University Consortium for Political and Social Research (ICPSR); serve as ex-officio member of the Social Sciences Computer Advisory Committee to the Dean for the Social Sciences; serve as UCSD representative to the Association of Public Data Users (APDU).

**REFERENCE AND RESEARCH SERVICES. (5%)** Provide general reference service at the Reference Desk and through various user-instruction activities.

**COLLECTION DEVELOPMENT. (10%)** Work with other bibliographers in all fields in the acquiring of machine-readable information products and in coordinating collections of machine-readable and traditional formats.

**ADMINISTRATION, COMMITTEES, PROFESSIONAL ACTIVITIES. (15%)** Participate in library, campus, university and professional committees and organizations particularly in the areas of general planning and data services.

## Programmer/Analyst (University of California, San Diego)

Job Card for Programmer/Analyst, Social Science Data Base.

University of California, San Diego, 1991.

Assist with design, analysis, maintenance, documentation, coding, debugging and testing of software for the Social Science Data Base(SSDB). Provides technical assistance to users of the SSDB. Assists in maintaining and creating SSDB user manuals and technical documentation.

- |        |    |   |
|--------|----|---|
| Daily  | A. | Assist with design, coding, testing and analysis of programs for the Social Science Data Base.                |
| Daily  | B. | Assist with the maintenance, debugging, and documenting of programs for the Social Science Data Base.         |
| Daily  | C. | Provide technical assistance to users of the Social Science Data Base.  |
| Weekly | D. | Assist in creating and maintaining user manuals and technical documentation for the Social Science Data Base. |

R Proven experience with C programming in a UNIX environment.

R Experience with UNIX, UNIX shell scripts, and UNIX utilities.

R Experience with database management software.

R Excellent communication skills and interpersonal skills.

R Familiarity with and ability to program using UNIX/Curses and X windows.

R Ability to follow through and complete projects effectively and efficiently.

R Ability to be flexible and adjust to changing technologies and priorities.

R Familiarity and ability to work with computer tape.

R Familiarity and ability to work with AWK, PERL, SED and NDBM.

R Excellent written and oral communication skills.

R Familiarity and ability to work with network protocols such as TCP/IP.

A General knowledge of library preservation principles.

R=Required      A=preferred

## **Reference Librarian/Bibliographer for Anthropology/Data Services Librarian**

### **Binghamton University Libraries**

### **State University of New York**

The Bartle Reference and Collections department, through a team structure, provides information and research services to the Binghamton University community through direct client assistance at service points in the Reference area, and in the Online and Data Services Office and through individual consultations; through collection development and management of print and electronic resources; and through a program of library instruction in information literacy. The incumbent functions as a member of the Reference and Electronic Services Team in providing high quality service to users of the Libraries' reference, instruction and collections services. This position reports to the Head of Bartle Reference and Collections.

#### **General responsibilities:**

5. Provide reference service; assist with management of the Bartle Reference resources in print and electronic formats.
6. Develop and manage electronic resources, such as Web pages.
7. Participate in the Libraries' instructional program.
8. Represent the Libraries to the appropriate academic departments and University offices.
9. Participate in professional activities and committee assignments within the Libraries, on campus, and in professional associations.
10. Maintain a current knowledge of issues, trends and information technology as they relate to reference, instruction and collections services.

#### **Specific duties and responsibilities:**

1. Manage and provide data services, including reference, acquisitions, access and bibliographic control of data holdings.
2. Train, supervise and evaluate ICPSR/data graduate assistants and the data services assistant.
3. Serve as official representative for the Inter-University Consortium for Political and Social Research; coordinate the State Data Center Affiliate program.
4. Develop and manage the collections in anthropology and data.

1. Develop and maintain liaison between the Libraries and the Anthropology Department.
2. Develop quantitative research support services in conjunction with user needs.

## **Data Services/Microcomputing Assistant**

### **Binghamton University Libraries**

#### **State University of New York**

The Bartle Reference and Collections department (BRC), through a team structure, provides reference, instruction and collections services to the Binghamton University community by direct client assistance at service points in the Reference areas, in the Library Instruction Lab, in the Online and Data Services Office, in Special Collections and by individual consultations. Collection Services include collection development and management of both print and electronic resources. The Instruction Program is designed to foster critical awareness of, and competence in, the use of information resources. The incumbent functions as a member of the Reference and Electronic Services Team in providing high quality service to users of the Libraries' reference, instruction and collections services. There is also a close working relationship with the Government Documents Librarian, the Libraries' Systems Office and with the University's Academic Computing Services. This position reports to the Data Services Librarian, with the Head of Bartle Reference & Collections as the second-line supervisor.

#### **General Expectations:**

All professional staff in BRC are expected to: participate in the development, coordination and management of print and electronic resources; assist with reference services; contribute to the Libraries' instructional program; represent the Libraries to appropriate academic departments and University offices; participate in professional activities and committee assignments within the Libraries, on campus, and in professional associations, and maintain a current knowledge of issues, information technology, and trends in the field as they relate to reference, collections and electronic services.

#### **Specific responsibilities:**

As Data Services Assistant, the incumbent will provide technical support for faculty/students utilizing numeric data and statistical analysis for research in the social sciences or related fields, and will:

1. Assist users in determining which data files meet their needs;
2. Assist in acquiring and organizing locally-owned data and documentation.
3. Assist in subsetting data from a variety of media, including locally mounted files, CD-ROM's, and the Internet; develop data extraction routines as appropriate.
4. Transfer data for use in multiple computing environments, including IBM mainframe, UNIX, and Windows;
5. Provide extracts/tables from government/census/survey data;
6. Design and prepare user documentation, either in print or on the Web.

7. Provide technical training for ICPSR/Data graduate assistants.

As Microcomputing Assistant, the incumbent will, in consultation with BRC staff and Systems, maintain the basic functionality of microcomputer equipment and peripherals in Bartle Reference. This position also has primary responsibility for managing CD-ROM products in Reference and on the Instructor's workstation in the Library Instruction Lab and will:

8. Monitor space available for acquisition of new CD-ROM products, including government documents, or for expansion of existing ones; maintain BRC CD-ROM inventory list and web page;

9. Install and maintain new and existing CD-ROM products, and ensure that usage conforms to licensing agreements; dispose of old discs in accordance with licensing agreements; communicate with CD-ROM vendors concerning operational problems;

10. Provide basic orientation to new products for BRC staff

### **Qualifications**

Required: Proficiency with SAS or SPSS; familiarity with Excel or other comparable software packages; working knowledge of statistics; effective oral and written communication skills; ability to work some evening and/or weekend hours; BA, preferably in the social sciences, with course work in statistics and/or research methods; commitment to maintaining current knowledge of computing technology.

Preferred: MA in social sciences; experience, or substantial course work in, methods of quantitative analysis; experience working with Geographic Information Systems (GIS); knowledge of html, ftp; experience in public service, especially in client-interview techniques.

CM:mmh

Approved: ELH

07/14/98

Date: 7/14/98

## **ICPSR/Data Graduate Assistants (Binghamton University)**

Binghamton University Libraries, State University of New York

Through an arrangement with the Office of Graduate Studies and Research, and the Departments of Economics and Political Science, two graduate students are funded and assigned to the Libraries. They provide support for the University's membership in the Inter-University Consortium for Political and Social Research, the activities of the U.S. Bureau of the Census State Data Center Program, and services for other data files acquired by the Libraries.

The ICPSR/Data Graduate Assistant will be trained by and work closely with staff in the Libraries including the Data Services Librarian and Data Services Research Consultant, and in Academic Computing with the Assistant Director for Research Support and the Lead Programmer/Analyst for Statistical Support. The goal is to provide a learning experience relevant to the graduate student's field of study, as well as to adequately provide research support for data by facilitating access and providing requisite support services..

The appointment of an ICPSR/Data Graduate Assistant will be agreed upon by the Chair and/or Director of Graduate Studies in the student's home department and the Data Services Librarian. Commitments of at least two years are preferred; a fifteen hour work week is expected.

### **Duties and Responsibilities:**

1. Serve as the liaison between data services and faculty and students in the graduate students home department to provide support for research and instruction..
2. Staff Online and Data Services ten (10) hours per week. Use the other five (5) hours for special projects, meeting with users at other times, running jobs in the evening, etc.
3. Assist users in determining which data files meet their needs.
6. Assist with subsetting and downloading mainframe data and data on the Internet.
7. Provide assistance in accessing and extracting data on CD-ROM.
8. Work with home department to provide orientations to new data products and workshops as appropriate .
- 6 Assist with processing technical documentation and instruction sheets for using data that have been added to the collection.
7. Maintain data use statistics.
8. Assist with projects to make ICPSR, Census and other data files more accessible including creating handouts and guide sheets for users, and modifying records in the online catalog for data files and technical documentation.
9. Perform other data related tasks as needed.

### **Qualifications:**

Basic knowledge of quantitative research methods in the analysis of social science data; knowledge of at least one major statistical programming language, effective communication and interpersonal skills; good organization skills.