

COUNCIL OF ONTARIO UNIVERSITIES

POSITION DESCRIPTION

Position Title	Information Resources & Collections Specialist
Department	OCUL (Ontario Council of University Libraries)
Immediate Supervisor's Title	OCUL Executive Director
Reports to	OCUL Executive Director with functional reporting to Assistant Director, Information Resources & Collections

Position Summary

Reporting to the Executive Director and guided by the Ontario Council of University Libraries (OCUL's) mission and priority outcomes for collaboration, the Information Resources & Collections Specialist works closely with librarians and staff across the consortia to support OCUL's information resource licensing, resource sharing and collaborative collection development activities in a complex multi-institutional environment.

This position supports the development, implementation, and ongoing assessment of OCUL's collection development and licensing strategy by developing and applying best practices for strategic procurement and purchasing to the selection, negotiation, licensing, renewal, troubleshooting and de-acquisition of information resources.

This position is responsible for working directly with librarians and staff across the consortia and with information resource publishers and solution providers to manage end-to-end acquisitions workflows, tracking and planning the renewal of existing resources and supporting the acquisition of new resources in a rapidly changing global information resources landscape.

Duties and Responsibilities

License Development Processes and Information Management

- Develop and apply best practices for strategic procurement and purchasing to the selection, negotiation, licensing, renewal, troubleshooting and de-acquisition of OCUL information resources to meet the financial and licensing strategic objective established by OCUL.
- Track, plan and execute the annual renewal cycle for ongoing information resource licenses by initiating and managing licence renewal processes through to completion for OCUL members.
- Work closely with the Assistant Director of Information Resources and Collections, Business Officer, and COU as needed, to ensure financial and procurement processes including license signing, cost-sharing models, invoicing, and deposit reconciliation are handled in a timely and accurate manner.
- Maintain clear, accurate and current documentation of procurement processes, including negotiations decisions and outcomes, licence terms, and member participation decisions on the OCUL website and other OCUL document management and communications tools and platforms.

- Coordinate the preparation of the semi-annual and annual analysis and reporting of individual OCUL members' information resource licensing activities.
- Work with the Assistant Director of Information Resources and Collections to maintain an awareness of emerging issues and trends in strategic procurement and the production and dissemination of scholarly communication that may be impacting academic libraries and consortia both nationally and internationally.

Member Support and External Relations

- Work with the OCUL Information Resources Community and members responsible for information resources acquisitions to provide opportunities to develop the expertise of OCUL members in the areas of strategic procurement, licensing and content related issues.
- Support the Assistant Director of Information Resources and Collections in ensuring that OCUL members are informed of activities in a timely and effective manner and to develop outreach materials for members.
- Support the Assistant Director of Information Resources and Collections in OCUL's participation in Consortia Canada and ICOLC consortia discussions and licensing initiatives on behalf of OCUL members.
- In addition to scheduled communication with vendors for renewals, maintain regular communication with vendors to keep abreast of new opportunities, maintain effective working relations, and resolve member issues in a timely manner.
- Provide the OCUL Information Resources Community with semi-annual strategic reports on the trends and status of information resource licensing and negotiation activities.
- Participate in OCUL and Scholars Portal committees, as needed, to provide licensing and negotiation expertise.

Qualifications Required

Formal Education

- Minimum requirement of library technician diploma or college diploma in purchasing and supply management.
- University degree is an asset.

Experience/skills

- Minimum 2 of years' experience acquiring, licensing and managing information resource lifecycle activities or managing procurement processes in a comparable environment.
- Demonstrated ability to successfully work with vendors to successfully negotiate complex procurement agreements meeting diverse client needs.
- Knowledge of best practices for strategic procurement in a complex, multi-organization environment.
- Demonstrated ability to manage a portfolio of scholarly information resource in complex publishing environment is an asset.

- Knowledge of current issues in acquiring, licensing and managing scholarly information resource is an asset.
- Knowledge of academic libraries and their users, and a well-developed understanding of library consortia is an asset.
- Team player with demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgement.
- Proficient computer and numeracy skills.
- Proficient in at using office productivity and web publishing tools.
- Confident, clear and articulate English-language communication skills with excellent writing and presentation skills.
- Demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgment.
- High level of initiative. Demonstrated ability to recognize and anticipate what needs to be done.
- Demonstrated strong analytical skills; especially ability to analyze data and synthesize recommendations.
- Superior customer relationship management skills. Ability to maintain effective working relationships across multiple and diverse organizations, and across levels within organizations from specialist to executive level.
- Ability to travel on occasion when required.