Job Type
Full-time (37.5 hrs. /week) permanent position

Position Description
Ontario’s college libraries rely on web-based applications and tools to improve operational efficiency and service delivery. The Ontario Colleges Library Service (OCLS) is responsible for developing and maintaining several such web-based tools. We are looking to recruit a candidate with a background in web service development and Drupal who can help us operate and deliver existing services and develop new ones. To this end, we are seeking a motivated, self-directed and experienced Web Services & Digital Repository Analyst to support the development and delivery of OCLS’s key web-based services and tools. This includes coordinating, maintaining and developing OCLS’s Drupal-based web properties, which include the website, intranet, the Atrium collaborative workspace, the Electronic Resources Management Assistant (ERMA), the Library eResources Accessibility Portal (LEAP), and the College Libraries eResources Access Rights (CLEAR) toolkit. Working closely with the OCLS Services and IT teams, you will also provide primary technical, operational and service support for the Colleges Object Repository (CORe), a multi-tenant Islandora digital repository currently in use by 7 college libraries.

Key Responsibilities
• As the OCLS web services analyst and webmaster your responsibilities include:
  o Develop and maintain knowledge of Drupal
  o Coordinate the development and maintenance of all OCLS Drupal-based web applications, in close relationship with developers, contractors, key internal and external users and stakeholders
  o Develop and maintain end-user and technical documentation
  o Plan and coordinate a migration of web applications to Drupal 8
• As the service lead for the Colleges Object Repository (CORe) service, your responsibilities are to:
  o Develop and maintain knowledge of the Islandora digital repository framework
  o Coordinate and prioritize service developments, in close relationship with the CORe user group, developers and contractors
  o Support and facilitate the work of the CORe user group
  o Provide technical support to college users and maintain accurate documentation
• Work effectively within OCLS’s Services, and IT teams to deliver exemplary customer service and support to Ontario’s 24 college libraries
• Work with other OCLS staff and customers to develop tools, protocols, and services that improve efficiency and workflows
• Participate in additional services and projects as assigned

Desired Qualifications
The qualifications listed below are highly desirable but not necessarily mandatory. You are invited to demonstrate how your education, skills, knowledge, and experience would best fit this position in your letter of application.
• A recognized degree/diploma in Internet Applications and Web Development or other relevant program;
• 2-3 years of demonstrated experience maintaining and developing websites and tools using the Drupal framework;
Experience implementing and managing digital repository software; experience with Islandora or similar open-source software would be a strong asset;

- Demonstrated ability to translate user requirements into system functionalities, identify problems or needs, investigate multiple solutions and recommend appropriate solutions;
- Ability to explain technical issues, provide technical instruction and write documentation for individuals with diverse technical proficiency;
- Experience managing system maintenance and application development projects and contracts would be an asset;
- Experience working in or with libraries, particularly academic libraries would be an asset;
- Ability for problem-solving and innovation, willingness to experiment with new ideas and ability to learn new technologies quickly;
- Proven commitment to outstanding customer service;
- Proven ability to work both independently and as part of a team;
- Fluency in French would be an asset.

What OCLS Offers
- Competitive compensation commensurate with experience; the starting salary for this position is $62,000;
- Learning and development opportunities;
- Small staff working in cross-functional teams;
- Opportunities to build relationships across the province;
- Flexible work arrangements;
- Comprehensive health and dental benefits;
- CAAT Pension Plan;
- 3 weeks vacation per year;
- Employee and family assistance program (EFAP).

Join OCLS in providing quality services to Ontario’s publicly funded colleges and their libraries and learning resource centres. Visit our website (http://www.ocls.ca) for more details and view the OCLS Strategic Plan for our values, mission, and additional information.

Additional Information
OCLS respects, appreciates and encourages diversity. OCLS is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, OCLS will provide reasonable accommodation for any applicant, as requested during the hiring process. Off-site interviews can be arranged.

Application Deadline
Applications must be received by January 29, 2020. Applications are reviewed as they are received.

Position Start Date
March/April 2020 or earlier

How to Apply
Interested and qualified candidates may apply by submitting a letter of application, current resume, and a list of three references in a single file labelled with “Your Name #147” via e-mail to applications@ocls.ca quoting “Your Name - #147” in the subject line. Only those candidates selected for interview will be contacted.

A web version of this posting can be found at: https://www.ocls.ca/careers