**CO Staff Positions covered by CSU campus library administration fees**

3/1/2019

**SDLC – Contracts Admin**

**Contract Manager**

This position performs as the lead for the daily operations of SDLC. This position is responsible for managing the routine contractual issues and coordinates with the financial analyst in resolving financial issues from the campus libraries and vendors. This position is the lead in processing the annual renewals of the ECC and Opt-In contracts. This position also supervises the Library Specialist position in ensuring that SDLC’s online communications with the campus libraries are up to date. This position acts as the primary contact for campus libraries and vendors.

**Financial Analyst**

This position is primarily responsible for financial matters relating to the ECC and Opt-in contracts. For the campus libraries, this position manages the Subscription Memos, the process where libraries commits to their participation in Opt-in contracts, and CPO’s, the process where libraries reimburses the CO back for their Opt-in participation. This position is also responsible for the processing of vendor invoices to ensure the amount paid conforms to the contract, monitoring the ECC budget and maintaining the online Subscription Memo log, an ongoing detail report of what each campus paid for on each of the Opt-in contracts.

**SDLS – Digital Library Technology Services**

**Data Manager**

The Network Library Data Manager is responsible for the successful management of library data in the Unified Library Management System. The Manager oversees policies and practices for shared cataloging across the 24 CSU libraries, ensuring accurate information, data integrity, and efficient staff workflows in all functional areas. The Manager will additionally supervise data maintenance and associated clean-up efforts at both the systemwide and local campus levels, monitor vendor support activities, and be responsible for clean and accurate bibliographic data throughout the system. The Manager will manage activities in the Alma Network Zone, including configuration and user management, systemwide data loads and ensure automated processes of benefit to the CSU libraries work as designed.

**Resource Sharing Manager**

The Resource Sharing Manager provides overall management of strategic, systemwide resource

sharing initiatives within the Unified Library Management System. This position develops strategies and direction for service delivery/integration, communications, support, and promotion of resource sharing services and planning in direct consultation with the CSU libraries and SDLS managers. The Manager will provide high-level oversight and project management for collaborative resource sharing operations within the CSU.