

## ***Position Description: DLF Aquifer***

Position Title: Business Analyst/Assessment Expert (Grant funded. Full-time. April 2007-March 2009)

Title of Supervisor: Aquifer Director

### **Position Summary**

Under the direction of the Aquifer Director, provide leadership, management and analysis for the American Social History Online project of DLF Aquifer. Gather and document functional requirements, design and conduct acceptance testing, coordinate assessment activities, create user documentation and provide training for DLF Aquifer services developed by the DLF Aquifer development team. Manage the development team. Work closely with the DLF Aquifer services working group. Act as liaison between content consumers, the Systems Architect, the DLF Aquifer development team and user services staff at DLF Aquifer participant libraries.

### **Principal Duties**

Analyze requirements for DLF Aquifer services in coordination with the DLF Aquifer services working group. In consultation with local library user services staff, consult and conduct interviews with content consumers to gather functional requirements. Document the process by producing scope statements and functional requirements specifications. These documents should be prepared according to best practice. Manage the development team as interoperability software is developed. Coordinate project schedule development and implementation with part time Aquifer Project Manager and DLF Program Manager. Act as liaison between content consumers, the Systems Architect, DLF Aquifer development team members, the DLF Aquifer services working group and user services staff at DLF Aquifer participant libraries. Provide a point of contact for user services staff at DLF Aquifer participant libraries. As necessary, mediate and enable communications between target audience members and members of the DLF Aquifer development team.

Design and conduct acceptance testing and assessment activities for DLF Aquifer services. Develop test plans based on functional requirements that include specification of the testing environment and test scripts for all use cases that will exercise the developed or acquired systems for compliance with the functional requirements and determine that the services fit the specifications.

Set benchmarks for collection and service assessment. Convene and co-ordinate testers or testing teams of content consumers in collaboration with user services staff in participant libraries. Analyze the data collected through the assessment process and create reports for project documentation.

In conjunction with the DLF Aquifer services working group, coordinate documentation of centralized services for digital library integration. Advise implementation sites on local documentation.

## **Position Requirements**

### **Education:**

Required: Master's degree in Information Technology or Library Science or equivalent.

Preferred: Advanced study in the Humanities or Social Sciences.

### **Experience:**

Required: Three years professional experience.

Preferred: Experience with the analysis and assessment of digital library services.

### **Knowledge, Skills and Abilities:**

Required: Excellent analytical ability, and written and spoken communication skills.

Knowledge of use case analysis, acceptance testing methodologies, assessment methodologies, project management methodologies.

Preferred: Knowledge of UML, METS, MODS, SRW/U, OAI-PMH, Z39.50, XML, and XSL. Knowledge of current activities in designing and implementing distributed digital library technologies. Knowledge of web services.

### **Supplemental Information**

#### **Supervision Exercised:**

Functional supervision exercised over project team.

## **Most Important Decisions or Judgments**

Assessing the stated objectives of content consumers and library user services staff and making judgments about how they can be translated into workable services. Deciding how to scope work to best meet the needs of the content consumers in the context of the capabilities of the DLF Aquifer development team.

Judging when it is necessary to escalate problems to the Aquifer Director.

## **Contacts**

Contact: Aquifer Director

Purpose: Reports to and advises.

Contact: Systems architect/analyst

Purpose: Coordinates with. Advises. Seeks advice from on technical matters.

Contact: Aquifer Project Manager

Purpose: Coordinates with to maintain accurate project schedule.

Contact: DLF Program Manager

Purpose: Coordinates with for grant reporting to funding organization.

Contact: Content consumers

Purpose: Interviews while developing specifications. Provides liaison with the rest of the DLF Aquifer team. Trains and coordinates for testing and assessment.

Contact: DLF Aquifer development team

Purpose: Provides liaison with target audiences. Interprets and clarifies functional requirements. Manages work.

Contact: DLF Aquifer services working group

Purpose: Develop assessment strategies and methodologies in conjunction with the services working group. Draws upon service scenarios and use cases developed by the services working group. Keeps the services working group apprised of specification development activities.

Contact: DLF Aquifer collections working group

Purpose: Obtain information about collection scope from the collections working group. Provide collection assessment information from content consumers to collections working group.