Joel V. Hartung

Summary

Dedicated library administrator with a proven record of progressively responsible experience in systems administration, technical services, and project management. Have led key initiatives to improve the usability and access of resources, including a complete website redesign, the transition from a catalog to a discovery search interface, and the planning of a facilities renovation. Willing to relocate.

Experience

Assistant Director, Library Systems   Apr. 2017 - Present
Freeman-Lozier Library, Bellevue University, Neb.
- Library administrative duties, including strategic planning and vendor management
- Managed library systems and digital archives repository

Systems Librarian   June 2013 - Apr. 2017
Freeman-Lozier Library, Bellevue University, Neb.
- Administrator for library systems, including website, SirsiDynix ILS, and online resources
- Managed library technical support staff
- Coordinated the implementation of new library systems

SEO/Digital Marketing Specialist   Oct. 2012 - June 2013
Gregg Young Chevrolet, Omaha, Neb.
- Managed vendors, website, CRM database, social media platforms, and online reputation
- Wrote, filmed, and edited marketing videos for YouTube and the dealership website

Student Navigator   Jan. 2012 - May 2012
Education Library, McGill University, Montreal, QC, Canada
- Provided circulation, reference, and technical assistance to McGill University students
- Created and maintained library subject guides

Search Engine Optimization/Taxonomy Intern   May 2011 - Aug. 2011
CBS Interactive, San Francisco, Cal.
- Developed navigational taxonomies for CBSi web properties
- Performed SEO activities, including keyword research and classification

Technical Services Assistant   Aug. 2009 - Aug. 2010
Calvin T. Ryan Library, University of Nebraska - Kearney, Neb.

Library Aide   May 2004 - May 2008
Sump Memorial Library, Papillion, NE

Skills

- Integrated Library System Administration (SirsiDynix Symphony)
- HTML & CSS
- AACR2 & Dublin Core Metadata Schema
- Adobe Creative Suite
- EZProxy

- Database Administration
- Video and Audio Editing
- Search Engine Optimization & Marketing
- Content Management System Administration (Wordpress, LibGuides)
- CONTENTdm

Education

Master of Library and Information Studies   May 2012
McGill University - Montreal, QC, Canada

Bachelor of Science: Communication   May 2008
University of Nebraska - Omaha