

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Computer Information Specialist

DEPARTMENT/DIVISION: Library

REPORTS TO: Information Services Supervisor

SUMMARY: Responsible for creating, updating, and maintaining the library website to include: designing new pages; ensuring the website is current; testing and implementing website features; creating graphics and uploading photos; and, acting as a liaison with outside vendors to resolve problems and/or interface with other programs. May provides hardware and software support for staff or public, including developing, configuring, and maintaining network settings and access and providing troubleshooting services. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Creates, updates, and maintains the departmental web pages on the City's website, which
 includes: creating and maintaining bibliography pages with search links into the catalog
 for different subjects, audiences, and genres; keeping the on-line events calendar current;
 customizing web pages; testing and implementing multiple new web catalog features;
 optimizing photos; creating graphics; and/or, performing other related activities.
- Assisting patrons in searching catalogs and finding items on the shelves. Assists patrons in finding information on-line. Providing demonstrations on database usage.
- Performs a variety of administrative activities in support of department operations, which
 includes: updating and/or renewing patron library accounts; monitoring the use of study
 rooms; reserving meeting rooms; monitoring patron behavior; preparing the building for
 opening at the beginning of business and closing at the end of the day; and/or, performing
 other related activities.
- Provides hardware and software support for staff and public computers. Develops, configures, and maintains public computer, software, and printer settings. Troubleshoots equipment.
- Serves as the primary liaison between the department and the information technology department. Collaborates with information technology on a variety of technology issues within the Library.
- Creates instructions on using hardware and/or software for staff and the public.
- Prepares a variety of reports and/or other related documents related to department activities associated with technology issues.
- Participates in collection development activities, which includes: selecting and maintaining subject listings of Internet links on the Library's site; creating quarterly Internet links verification assignments; configuring subscription research databases for remote use; maintaining links to subscription research databases; performing quarterly checks on remote access of research databases; reviewing copyright dates on reference

and circulating materials; creating and maintaining database entries; and/or, performing other related activities.

• Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of website evaluation methods to determine reliability, accuracy, and appropriateness;
- Knowledge of Dewey Decimal System;
- Knowledge of applicable programming languages;
- Knowledge of networking systems;
- Knowledge of collection development principles;
- Skilled in searching on-line databases, various library catalogs, and the Internet;
- Skilled in conducting reference interviews to determine patron needs;
- Skilled in maintaining web pages;
- Skilled in creating graphics;
- Skilled in taking and optimizing photographs;
- Skilled in troubleshooting technology problems;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year related web design/maintenance experience.

PREFERENCES:

None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.
- Potential exposure to risk of electrical shock.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.