

DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Library Systems Administrator

DEPARTMENT/DIVISION: Library REPORTS TO: Library Director

SUMMARY: Responsible for performing technical system activities to include: updating, maintaining, and managing access to the library's automated system, web page, and computer equipment; troubleshooting software modules; providing technical assistance to staff; coordinating activities with software/hardware vendors; and consulting with library management on new technologies, and system upgrades. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Maintains and manages the Library's automation system, which includes: installing
 software upgrades; changing software settings; creating and maintaining loan rules used
 for checking items out; developing item location codes and/or other applicable codes;
 maintaining system integrity; creating data lists; and/or, performing other related
 activities.
- Provides circulation support and maintains patron database, which includes: monitoring
 database for inaccuracies; purging patron records; troubleshooting problems with
 circulation notices, bounced e-mails, and items being held for customers; training staff;
 maintaining telephone renewal and self-check systems; maintaining off-line circulation
 program and implementing upgrades; performing tests on circulation software to test new
 settings or features; and/or, performing other related activities.
- Installs and maintains applicable equipment and corresponding software. Works with staff to resolve equipment problems. Collaborates with information technology on the resolution of complex problems.
- Responds to inquiries from the public in person and over the phone to help them obtain the information they are seeking; conducts research to locate related information.
- Participates in/on a variety of meetings, teams, committees, and/or other groups to receive and convey information.
- Provides leadership to Library System Support Team, which helps to maintain equipment and keep the library automation software working. Oversees the design and maintenance of the Library's website and functionality of the web catalog.
- Solicits short-term bids from vendors, which includes defining specifications and recommending vendor selection.
- Monitors compliance with applicable contract terms and specifications. Evaluates the performance of external contractors.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• May serve as a lead on projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science principles and practices;
- Knowledge of basic web design principles and practices;
- Knowledge of circulation principles and practices;
- Knowledge of database management principles;
- Knowledge of applicable hardware and software;
- Skilled in conducting research;
- Skilled in maintaining automated library system;
- Skilled in providing technical support;
- Skilled in installing and maintaining applicable equipment;
- Skilled in managing vendors;
- 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 operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science.
- Some coursework in system administration.
- One year related library 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.