

LIBRARY COMPUTER SYSTEMS TECHNICIAN

DEFINITION

Performs complex technical responsibilities relating to the maintenance and operation of the automated library system mainframe computer, related system software and equipment, and all other computer software and equipment, as well as the supervision of the Technical Services unit of the library.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from the Associate Dean, Library and Media Services. Functional and technical supervision is exercised over the library technicians assigned to the Technical Services unit.

EXAMPLES OF DUTIES

Supervises acquisitions, cataloging, and serials technicians in the ordering, receiving, editing, and processing of library materials via the OCLC PRISM database and automated library system modules.

Oversees Technical Services procedure and policy development and designs functional changes in acquisitions, cataloging, and serials.

Monitors work flow and maintains statistics for acquisitions, cataloging and serials.

Trains and assists all library staff in the use of the automated library system and personal computer software.

Installs new automated system and related software on mainframe, work stations, and LAN network.

Adjusts the automated system operating profile as needed, and performs system compression and data manipulation in programming mode.

Maintains automated system database quality through the editing and deletion of bibliographic and item records, and the maintenance of authority files.

Monitors computer equipment including mainframe, terminals, LAN networks, and work stations for problems or failures; makes minor repairs to peripheral equipment; runs diagnostic software; assists engineers in determining hardware problems and arranges for major equipment repairs

EXAMPLES OF DUTIES (continued)

Installs and replaces internal and external peripheral hardware including the creation of serial cables for hard-wired connections.

Writes scripts for telecommunications access; prepares documentation, procedural manuals, and user instructions and develops and maintains computer application and utility programs.

Sets-up all software programs on library personal computers including the magazine indexes.

Compiles and maintains a variety of records, notices, logs, and files including the tape and diskette libraries; maintains the automated system and OCLC annual budgets.

QUALIFICATIONS

Knowledge of:

Basic principles of electronic/computer repair.

A variety of computer hardware devices and software programs including MS- and PC-DOS, communications protocols, and the automated library system operating platform.

Methods and procedures for troubleshooting and maintaining the automated library system computer, peripheral equipment, and personal computers.

Procedures to assure the proper care and processing of records and documents.

Data processing techniques and procedures.

Current cataloging rules and procedures including the AACR2 cataloging standards, MARC (machine readable records) formats, Library of Congress subject headings, and the Dewey Decimal Classification system.

Basic principles and practices of library science including library terminology, standard library practice, techniques, and recordkeeping methods.

Ability to:

Work independently with little direction.

Plan and organize work.

QUALIFICATIONS (continued)

Train and assist others in the ordering, receiving, and cataloging of library materials and the use of automated library equipment and programs; assign and review the work of technical library staff.

Install software programs and adapt them for use with appropriate internal and external peripheral equipment.

Read and understand technical references and oral and written directions, and communicate clearly, orally and in writing.

Detect errors and inaccuracies in materials or data being processed; analyze situations accurately and adopt an effective course of action.

Maintain equipment in proper working conditions; maintain logs, records, and files.

Establish and maintain cooperative and effective working relationships with others.

EMPLOYMENT STANDARDS

Minimum requirements:

Five years of increasingly responsible experience in a library automated environment. Two years of college coursework in Computer Science and/or Library Information Science may be substituted for two years of the required experience.

Demonstrated ability to keyboard at 35 WPM.

Physical Requirements:

Ability to lift up to 30 pounds, bending, stooping, and pushing.

Ability to work on computer terminals for long periods of time.

Desirable Qualifications:

B.A. or B.S. degree with major work in Library Science, Computer Science or closely related field.