

**LIBRARY SYSTEMS COORDINATOR**

**DEFINITION**

Plans, organizes, and coordinates the work of the library systems and services unit. Performs specialized and technically complex duties requiring a broad understanding of library principles, practices and procedures. Provides direction, guidance and training to lower level staff. Collaborates with all departments in the development, operation and coordination of the library systems to meet the needs of students and faculty. Position may require working evenings and/or weekend shifts.

**SUPERVISION RECEIVED AND EXERCISED**

The Library Computer Systems Coordinator reports to the Associate Dean of Library and Learning Resources. Direction may be provided by a Librarian. General direction and oversight is exercised over instructional computer laboratory technicians, and student assistants in the unit.

**EXAMPLES OF DUTIES**

Oversees specialized and technical functions related to the management of library systems services operations.

Responsible for the installation, daily operation, maintenance, problem resolution and security of the library network, equipment, and software, including but not limited to the Integrated Library System (ILS), the Library Web Site (LWS) and the Virtual Library (VL).

Trains and provides work direction to assigned personnel, prioritizes and assigns work, and ensures timely and accurate completion.

Serves as first point of contact for issues related to the operation and implementation of the ILS, the LWS and the VL.

Maintains library related specialized programs, databases and access as needed.

Investigates and implements advanced functionality and enhancements to the ILS, LWS and VL.

Schedules and coordinates activities, including evenings and weekends.

## **EXAMPLES OF DUTIES (continued)**

Responsible for all phases of ILS services activities, statistical reporting, and maintenance of data records.

Participates in planning and developing library policies, procedures and programs; may initiate and/or implement them.

Provides information, assistance, training, technical support and problem resolution to students, faculty and staff.

Compiles, organizes, and researches various records and reports.

Monitors and analyzes usage.

Serves as liaison with Information Technology and Instructional Technology personnel.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of training others in the proper operation of library operation systems and services

Library terminology, standard library practices and techniques, and office record keeping and bookkeeping methods

Library Integrated Systems such as Voyager, including maintenance and optimization

Windows Server Active Directory environment, including group policy and scripting

Experience working in a UNIX system environment

Networking technologies, the Internet, web-based services, and current developments in library applications of information technologies

The Dewey Decimal Classification System

Machine Readable Cataloging (MARC) fields and tags

## **QUALIFICATIONS (continued)**

Anglo-American Cataloging Rules (AACR2)

Library of Congress Subject Headings

Data recovery concepts and implementation

Desktop applications commonly used in business

### **Ability to:**

Coordinate, plan, and organize the operation of library units

Plan, develop, apply and explain rules, regulations, policies and procedures

Apply supervisory skills to train and direct others

Analyze situations accurately and adopt an effective course of action within established guidelines

Work independently on a variety of assignments requiring specialized skills and knowledge

Communicate clearly, concisely and effectively both orally and in writing

Interact positively and diplomatically with faculty and students in a multi-ethnic environment

Effectively provide technical assistance and staff development

Uses critical thinking skill to troubleshoot library's integrated system

Maintain schedules and staffing in support of evening, weekend activities

Establish and maintain cooperative and effective working relationships with others

Make independent judgments and decisions based on standard policy or procedure

Install, configure, support and troubleshoot computer applications and hardware including workstations, servers and laptops

Foster a teamwork environment.

## **QUALIFICATIONS (continued)**

Troubleshoot problems proactively

Manage multiple competing priorities

## **EMPLOYMENT STANDARDS**

### **Minimum requirements:**

B.A. or B.S. degree and two years college course work in computer science

Three years of progressively responsible work experience in automated library environment

Demonstrated ability to keyboard at 35 wpm

Ability to work in a environment which requires lifting up to 30 pounds, bending, stooping, and pushing

### **Desirable requirements:**

Work experience in network management.