

LIBRARY COMPUTER 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. 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

Supervision received by the Associate Dean of Library and Learning Resources.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

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 personnel, prioritizes 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.

Responsible for all phases of ILS services, 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.

Selects, trains, evaluates and maintains schedules of student workers.

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.

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.

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.

QUALIFICATIONS (continued)

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

Foster a teamwork environment.

Troubleshoot problems proactively.

Manage multiple competing priorities.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited college or university 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.

Desirable:

Work experience in network management.

PHYSICAL REQUIREMENTS:

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