LIBRARY AUTOMATION COORDINATOR

FUNCTION OF THE JOB

Under Bridges Library System Director's direction, performs a variety of duties involving the planning, implementation, supervision, and support of the Library System's technology-related activities; provides input to the director on system activities, and acts in the Director's role in his/her(their?) absence; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Administers, coordinates, develops, and implements the Library System's integrated library system (CAFÉ) and technology activities including shared automation projects and networks among the member libraries; plans and provides direction for future enhancements.
2. Oversees and directs the work of technology-related staff, including CAFÉ System Administrator.
3. Determines need for outside consultants for special projects necessary for maintaining the Wide Area Network and shared automation system; works with consultants to complete projects and to ensure that the Wide Area Network and shared automation system are properly functioning at all times.
4. Researches and evaluates available telecommunication needs and hardware to determine appropriateness and feasibility of use for system-wide library needs.
5. Analyzes technology needs; reviews existing system capabilities and current workflow; makes recommendations for improvement.
6. Serves as a consultant to member libraries in all areas of library services, with emphasis on technology-related services; provides individualized help in determining automation needs; advises member libraries in the selection and use of equipment and software to address those needs and offers professional advice regarding library operations.
7. Prepares long and short-range plans for library services and automation; prepares and administers the integrated library system budget for the CAFÉ shared automation system and assists in the preparation and administration of the Library System budget.
8. Works with member library boards, directors, system staff, and other types of libraries to prepare plans for future system automation activities.
9. Oversees software and hardware problems, and user problems related to the understanding and use of software; assists in diagnosing problems; coordinates the resolution of those problems.
10. Oversees development of detailed user training manuals and procedures for the use of the System's software.
11. Oversees technical support for the System's computer hardware and software; coordinates resolution of problems with vendors or repair personnel as needed.
12. Plans, develops, writes, and implements federal and other automation-related grant funded projects; researches grant opportunities; applies for grants; assists member libraries in obtaining grant funding.
13. Maintains detailed inventory of the computer hardware and software purchased by the Library System.
14. Prepares, maintains, and presents a variety of detailed and comprehensive records, reports, and recommendations.
15. Prepopulates data in state-required annual reports for member libraries.
16. Participates in local, regional, and statewide committees and task forces related to library and library system technology.
17. Establishes and maintains effective public and working relationships with member libraries, vendors, Library System board members, County, State, and local agencies, and the public.
18. Offers input to Library System director on library system activities.
19. Acts in the role of Library System Director in the Director's absence.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices of professional library science.
2. Comprehensive knowledge of the capabilities, uses, requirements, and operation of integrated library systems.
3. Comprehensive knowledge of software applications relevant to library system and library operations.
4. Considerable knowledge of various library processes and procedures such as circulation, cataloging, reporting, interlibrary loan, and acquisitions.
5. Considerable knowledge of computerized department program software, internet access, email, database, spreadsheet, and word processing programs.
6. Considerable knowledge of the capabilities, uses, requirements, and operation of computer networks.
7. Working knowledge of supervisory and managerial principles and practices.
8. Ability to plan, research, analyze, and implement complex technology-related projects.
9. Ability to configure and utilize website, meeting, survey, publishing, newsletter, calendar, email, word processing, database, and spreadsheet software programs.
10. Ability to troubleshoot and resolve a variety of hardware, software, or operator problems.
11. Ability to effectively communicate technical information in non-technical terms to lay users.
12. Ability to supervise, plan, organize, and effectively carry out a variety of diverse and complex assignments.
13. Ability to work independently with little supervision.
14. Ability to supervise, direct, and evaluate technology-related staff and contracted service providers.
15. Ability to keep accurate records, compile and analyze complex data, and make detailed and comprehensive reports and recommendations.
16. Ability to establish and maintain effective public and working relationships with member libraries, vendors, Library System board members, County, State, and local agencies, and the public.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
18. Ability to communicate effectively, both verbally and in writing.

Training and Experience

1. Graduation from an American Library Association accredited college or university with a master's degree in Library Science/Studies.
2. Twelve (12) semester credits in the areas of computer science, computer programming, or a closely related field. These may have been earned as part of the required degree program.
3. Three (3) years of responsible, professional work experience in library automation, computer science, or a closely related field including duties in project development and implementation.