



Career Service Authority

Systems Librarian

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Ensures technology applications and resources are tested, evaluated, monitored, and customers and staff can use them properly.

DISTINGUISHING CHARACTERISTICS

This class works closely with the Content Developers, Senior Librarian and Manager and related departments to test, evaluate, and monitor library-specific technology applications. It is distinguished from a Reference Librarian, which performs general reference, subject research, reader guidance services and prepares bibliographies and booklists. It is distinguished from a Senior Reference Librarian, which resolves operational problems and supervises administrative staff.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employees to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions of projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignment and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major problem and/or function of the organization.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Works closely with Content Developers, Senior Librarians and Manager and related departments to interpret and implement the strategic goals of the Library. Tests, evaluates, selects, implements, monitors, analyzes and troubleshoots various library technology applications and resources to support the library's technology environment. This includes electronic resources, web applications, digital information technologies, integrated library system software and other library software and services.

Monitors and implements utilities changes.

Maintains documentation and evaluation of policies and procedures.

Trains staff on the use of Library applications, software and online resources.

Develops and maintains web sites using html, graphics, and scripts.

Serves as a liaison with vendors and with the internal Information Technology department.

Contributes to the library customer service mission by assisting library customers and staff as needed and requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Manages and organizes information - Identifies a need; gathers, organizes and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Writing - Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, that is appropriate for the intended audience.

Knowledge of the Web, library-related technology and online trends.

Knowledge of library system software.

Experience troubleshooting software and analyzing software requirements.

Experience with technology-related customer support.

Knowledge of training techniques sufficient to be able to train others to perform the duties of the work assignment.

Skill in establishing and maintaining effective working relationships with other employees, vendors and the public.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Skill in analyzing and evaluating information relative to the work assignment and providing recommendations.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to many interruptions.

Education Requirement:

Master's Degree in Library Science from an American Library Association accredited program.

Experience Requirement:

One year of professional library experience including one year of experience in a customer-centered environment.

Education/Experience Equivalency:

None

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 03/16/2007

REVISED DATE:

REVISED BY:

CLASS HISTORY: New Class