

LIBRARY SYSTEMS TECHNICIAN

DEFINITION:

Under general direction, to provide library hardware and software technical support and systems administration; to act as purchasing agent for the library, procuring all materials, supplies, furniture and equipment; to provide training and support to staff in using various modules of library management software; and to perform related duties as assigned.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Purchases materials, supplies, furniture and equipment; shops among vendors and suppliers for price and quality; completes and processes requisitions; generates orders;
- Receives items ordered, unpacks and inspects, reconciles with shipping documentation; and contacts suppliers to resolve discrepancies;
- Forwards invoice with approvals to Business Office for payment and confirms payment by auditing a report generated from the accounting system;
- Maintains files and records of purchases, documentation and vendor information;
- Tracks purchasing costs against budgeted amounts;
- Provides technical and user support services for the automated library management system; trains library staff in use of system modules;
- Administers software modules used for library acquisitions, circulation and cataloging;
- Acquires books, serials and periodicals for library; downloads bibliographic data from various sources through the cataloging module; and generates claims for missing issues;
- Operates library systems administration module containing matrix of user information including user rights and security; maintains matrix information;
- Uses systems administration module to create calendars that determine circulation parameters based on each item's checkout date and due date; maintains a hierarchy grid to arrive at a check out period unique to each type of item depending on category of patron;
- Coordinates systems maintenance and Library accountability with remote lan server administrators;
- Runs reports from remote server using UNIX commands; generates routine and customized reports using database programs; and generates basic reports such as overdue notices from module;
- Installs new computers and peripheral equipment; sets up network properties; and assigns network protocols and IP addresses;
- Installs and maintains hardware and software; routinely updates antivirus software and internet browser; recognizes the need for and installs replacement hardware including disk drives, CD drives, batteries and fans;
- Establishes and follows a maintenance and replacement schedule for all staff and student computers;

- Troubleshoots problems and personal computer hardware, software and peripheral equipment;
- Performs administrative duties such as, preparing cashbox for circulation desk, removing coins from copiers; counting and depositing cash, and keeping budget records.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles of accounting or bookkeeping.

Personal Computer hardware operations.

Computer applications and networking including printing, TCP/IP Telnet and FTP.

Advanced features of Microsoft Access, Excel, Word and Windows.

Training fundamentals.

Filing and record keeping.

Library of Congress classification, subject headings, MARC records, and library terminology.

Skill in:

Troubleshooting and repairing personal computer hardware problems.

Working in and contributing to a team environment.

Working independently and organizing workflow.

High degree of attention to detail.

Excellent communication, organization and problem solving skills.

Analyzing and researching using variety of information resources including the internet.

Evaluating and recommending acquisitions of hardware, software, equipment and supplies.

Keyboarding or typing and operating a 10 key adding machine by touch.

Performing a variety of unrelated tasks and competing demands.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree in library systems, business or public administration including coursework in information technology, computer science or a related field, and three years of technical experience with networks and personal computer administration.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision sufficient to read, view computer screens, repair computers and identify color coded cable; speech and hearing to teach and share information; touch and manual dexterity to use and repair computers; mobility to handle books, move around the library and install equipment; lifting up to 25 pounds to unpack boxes of books and equipment and pushing book carts weighing up to 150 pounds. This work is performed indoors in a college library with some exposure to allergens.