Uintah County

Job Description

Title:	Systems Librarian	**Code:**	221
Division:	Administration	**Effective Date:**	3/08
Department:	Library	**Last Revised:**	3/07
FLSA Cat:	Exempt	**Pay Grade:**	26

GENERAL PURPOSE

The Systems & Electronic Services Librarian is an integral member of the library service team with responsibility for managing electronic resources, including an integrated library system, technical support, training, and web site management. Provides leadership in investigating and implementing new information technologies.

SUPERVISION RECEIVED

Works under broad policy and guidance of the Library Director.

SUPERVISION EXERCISED

May supervise other library employees as determined by the library director.

ESSENTIAL FUNCTIONS

Manages, configures and maintains the library's electronic resources, on and off site, including electronic databases, internet resources, and remote patron authentication software.

Develops, implements, enhances and assesses integrated library system and public web portal including upgrades and updates, in collaboration with the library director, vendors, and county IT staff. May investigate and implement open source solutions for library systems.

Assists in evaluation, selection, and promotion of electronic resources and systems. Configures and administers software to support library operations. Serves as a liaison between the Uintah County Library and vendors.

In cooperation with the Uintah County Information Technology Department, is responsible for technical support of library electronic equipment: PC workstations, printers, scanners, fax machines, electronic classroom management system equipment, etc. Troubleshoots and performs maintenance as necessary.

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Implements technology plans for library operations. Confers with technology-related staff, contractors and state personnel to ensure that equipment and programs effectively support the library's mission and objectives.

Coordinates library acquisitions; assists with book cataloging; responds to reference questions; assists patrons and staff in all areas of the Library.

Participates in library conferences, locally and regionally; operates computer; prepares backup files; does day end processing.

Prepares and conducts library staff training related to technology resources utilized by the library.

Develops technological solutions for the Library's unique regional history resources.

Performs related and assigned duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from college with bachelor's degree in Computer Science, Information Systems, or a related field;

   And

   B. two years of systems administration experience, computer programming, or related information systems experience;

   Or

   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Working knowledge of theories, principles and objectives of library service; web technologies; mysql, java, php, ajax, etc.; information services and collection development; current trends and developments in library services; principles of negotiation and problem solving.

   Considerable knowledge of computer technologies affecting the future of library operations and services.

   Ability to create web-pages to current professional standards; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications; access e-mail and effectively function in a computerized communications environment. Produce reports from various components of library systems.

3. Special Qualifications:
   None.

4. Work Environment:

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____have reviewed the above job description. Date:_____ _____
(Employee)