PALOMAR COMMUNITY COLLEGE DISTRICT

LIBRARY SYSTEMS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To oversee the administration and maintenance of the library automation systems including installation and configuration of software applications; and to analyze library automation needs and recommend appropriate solutions.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Systems/Electronic Services Librarian and exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

Essential Functions:

1. Analyze library systems for technological appropriateness and content; analyze and recommend hardware and software products for use in the library; contact vendors, gather and analyze specifications and ensure adherence to licensing requirements.

2. Maintain contact with vendors for purposes of technical support, reporting computer bugs and resolving library needs.

3. Plan and coordinate the purchase, installation and maintenance of software and peripheral hardware such as printers, remote inventory scanners and bar code readers according to department standards and procedures.

4. Identify and initiate resolutions to user problems and concerns associated with automated library systems.

5. Analyze and evaluate technical services and recommend needed solutions; propose new policies and procedures as required or needed; and provide assistance and training as needed.

6. Evaluate and communicate relevant technical services activities with Library management who are affected by the performance of the automated systems.

7. Insure that all equipment is maintained in proper working order; maintain equipment inventories and documentation; insure that all software are operating and maintained.

8. Provide technical assistance to users.
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9. Verify that automated back-up systems perform as specified and scheduled.

10. Produce training materials related to new features; assist with documentation and departmental procedures manual.

11. Act as site administrator for configuration and maintenance of the OCLC database.

12. Document assignment status and apprise the Systems/Electronic Services Librarian of problems or unexpected resource requirements.

13. Lead, plan, train and review the work of staff responsible for the performance of a wide variety of technical and clerical library work.

14. Maintain positive working relationships with all departments.

15. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

1. Project management skills.
2. Principles and methods of data entry and computer operations.
3. Operation, capabilities and limitations of computer equipment.
4. Operations, services and activities of a college library.
5. Principles of lead supervision and training.
6. Use and application of library terminology.
7. Principles and practices of library material classification and cataloging.
8. Computerized cataloging, bibliographical and circulation system databases.
9. Modern office procedures, methods and computer equipment including applicable software applications.
11. Methods and techniques of customer service.
12. Principles and practices of program development and administration.
13. English usage, spelling, grammar and punctuation.
14. Pertinent federal, state and local codes, laws and regulations.

Ability to:

1. Oversee the administration and maintenance of the library automation system.
2. Establish and maintain security of automated library systems.
3. Train students and faculty on use of library automated systems.
4. Analyze computer hardware and software needs and recommend solutions.
5. Analyze user needs and develop effective systems and programs.
6. Provide technical assistance to District’s system users.
7. Maintain current knowledge of technological advances in the field.
8. Analyze situations accurately and adopt effective courses of action.
9. Work independently with little direction.
10. Communicate effectively both orally and in writing.
11. Maintain detailed records and prepare reports, proposals, policies and programs.
12. Establish and maintain cooperative and effective working relationships with others.
13. Provide project leadership for user department staff, vendors and other project personnel.
14. Establish and meet project schedules and timelines.
Experience and Education/Training Guidelines:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

**Experience:**

Three years of increasingly responsible experience in the administration of an automated library cataloging system and other technical library experience.

**Education/Training:**

Equivalent to an Associate’s degree from an accredited college or university with major coursework in computer science, information systems, library technology or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Library environment; exposure to computer screens, noise and electrical energy; and extensive contact with faculty and staff.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for extensive use of computer keyboard, walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work and to read printed materials.