



TECHNOLOGY LIBRARIAN

DEFINITION

Under general supervision of the Library Director or designated Library supervisor, provides technical and operational support for Library computer systems and networks which includes design, configuration, installation and maintenance of Library technology hardware and software.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Oversees the integrated library system for circulation, cataloging and related functions.
2. Coordinates/develops/presents computer, electronic resource, and internet training for staff and patrons. Serves as resource for library staff and patrons in use of Library systems.
3. Participates in the planning, coordination and implementation of new Library systems, applications, and upgrades.
4. Assists in the development of library technology use policies, procedures and guidelines; works cooperatively as a member of the Library staff and as the Library's liaison with the Information Services Department at City Hall.
5. Performs and/or supervises routine maintenance on servers, computers and peripherals. Configures, installs and troubleshoots computer, peripheral, server, phone and network equipment.
6. Compiles, prepares, processes and/or coordinates the preparation of a variety of documents and reports.
7. Provides appropriate back, security of data and ensures and maintains that the security of software is current.
8. Provides technical support to staff in the use of computer systems and related equipment.
9. Assists with operation and maintenance of audiovisual equipment used in City and Library programs, shows and events.
10. Assists in preparation of the library budget in the area of technology and assists with analysis and procurement of electronic resources.
11. Supervises other Library personnel as assigned.
12. Performs related duties as assigned.



JOB DESCRIPTION

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Graduation from an accredited college or university, supplemented by completion of a Master of Library Science (MLS) advanced degree from an ALA-accredited institution required; five years of similar and relevant professional library experience that includes proficient use of current computer technologies, library automation, supervisory experience, and demonstrated strong customer service.

Knowledge, Skills and Abilities

Thorough knowledge of principles and operations and practices of networking and relevant personal computer technology and related equipment; knowledge of various software necessary for daily operations; ability to understand and act upon written and verbal descriptions of computer related problems and malfunctions; ability to evaluate hardware and software to ensure optimal operation and efficiency.

Demonstrated understanding of Web 2.0 philosophies, including integration of all platforms from podcasts to text messages to handheld devices to social networking platforms.

Background in XHTML, CSS, PHP, MySQL, JavaScript, XML, XSLT.

Familiarity with audiovisual equipment.

Ability to seek out and learn new technology.

Excellent written and oral communication skills.

Demonstrated commitment to customer service.

Ability to work in and contribute to a diverse team environment.

Must be a self-starter.

SPECIAL REQUIREMENTS

Possession or ability to obtain an appropriate California driver's license with a satisfactory driving record. Includes lifting of equipment, furniture or boxes up to 50lbs. Week-end and evening work may be required.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, stooping, balancing, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Some pressure in assisting the public. Ability to interpret and explain actions to staff.

Work Environment

Considerable work with the public and with staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Network equipment, servers, computers, keyboards, printers, phones, photocopiers, monitors, scanners and barcode readers.