

LIBRARIES SYSTEMS COORDINATOR

NATURE OF WORK

This position is an advanced level, highly technical work managing the overall technical services within the city's library system.

Work involves responsibility for performing planning, assessment, implementation and maintenance of the library's technology-related policies, services and technical infrastructures. An employee in this classification exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed for conformance with established departmental policies and procedures through reports, conferences and attainment of goals. May supervise and/or provide technical assistance to subordinate staff.

EXAMPLES OF WORK PERFORMED

Oversees management of the integrated library system and library databases.

Ensures that all aspects of the virtual service operations, its staff and projects align with the goals of Lincoln City Libraries.

Evaluates and updates a comprehensive, innovative and advanced technology plan.

Develops, manages, coordinates and monitors technology contracts for the library. Will write and/or oversee any RFP and bid processes for services and equipment required for virtual services.

Ensures that virtual services are current with the expectations of standards for libraries. Makes recommendations for innovations in equipment, applications, and operations to provide these services.

Develops, monitors, modifies and ensures that applications software is implemented in a fashion that is easily maintained and operates in an acceptable manner.

Evaluates the hardware needs of the department as it relates to the system being used; identifies and orders equipment.

Participates in long-term and short-term systemwide planning to accomplish the goals and objectives of the library; develops operational budgets for systems and track expenditures.

Responsible for supervising, coaching and evaluating staff. Assigns duties and work schedules.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of research techniques, methods and procedures.

Considerable knowledge of the principles, methods and techniques of computer systems, networking, and internet connectivity.

Considerable knowledge of software development methodologies.

Knowledge of Linux and Microsoft operating systems and server technology.

Knowledge of GSA pricing and/or negotiating vendor contracts.

Ability to effectively create and manage budgets and expenditures.

Ability to analyze problems and to organize their component parts into logical systems.

Ability to utilize technical manuals relating to system operations and data base management.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, subordinates, and vendors.

Skill to implement applications systems in a structured environment.

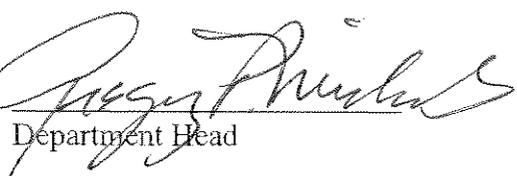
DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year university or college with major coursework in systems analysis and considerable experience managing a complex computer system.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by an associate degree from a vocational or community college in computer science, business administration, or related field plus experience in a responsible administrative or managerial capacity; or managing a complex computer system; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By:


Department Head


Personnel Director

12/07

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