

SYSTEMS LIBRARIAN

07880

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for managing the information technology used in a library. This position combines the principles of librarianship with the abilities of computing technology. This position differs from other professional librarian positions in that the incumbent must possess thorough knowledge of computer applications used in a library setting. The Systems Librarian may directly supervise professional and clerical library staff. An employee in this position receives general supervision from the Library Director and exercises independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES

Determines library automation priorities;
Coordinates the activity of library staff engaged in the planning, design, development, budgeting and implementation of automated systems;
Keeps abreast of new developments in information systems technology, and anticipates organizational modifications;
Advises Library Director on areas of potential automation;
Confers with library managers and other library staff in defining the nature and scope of proposed automation projects;
Provides effective management and control over library computer hardware and software installations and operations;
Represents the Library Director, as required, on county and other library committees and task groups, and acts in his/her behalf in intra and inter-county networking ventures;
Assists in the formulation and implementation of policies and procedures, particularly in the area of systems development;
Establishes long-term needs for information systems, and plans strategy for developing systems and acquiring hardware to meet application needs;
Ensures confidentiality and reliability of organizational data, proprietary information, and intellectual property;
Ensures all library automation is compliant with library specific standards;
Coordinates activity with multiple vendors for optimum service to library public;
Reviews and assesses library contracts with vendors;
Recommends expenditures of library automation budget;
Coordinates network design, service delivery, server maintenance, desktop services and integrated library system topologies;
Manages daily operation of local systems and prioritizes and coordinates assignments given to computer department staff; runs special request programs and manages daily print output;
Supervises and supports computer Help Desk operations;
Collaborates with external service delivery units;
Retains inventory records of library hardware and software;
Writes annual report, grants, and prepares budget requests regarding information technology in the library;
May perform reference desk service;
May coordinate staff computer training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of modern principles and practices of library science.
Thorough knowledge of modern library organizations, procedures, policies, aims and services.
Thorough knowledge of the applications of computer technology to library operation.
Thorough knowledge of planning, design, implementation and use of automated systems in a library environment.
Good knowledge of microcomputer systems, software development, various operating systems, and application of library automation software.
Familiarity with standards appropriate to library applications such as MARC (machine-readable cataloging), HTML, Z39.50, etc.
Excellent interpersonal communication skills.
Ability to develop web-related applications to create personal or library web pages and content.
Ability to analyze various software packages and hardware configurations to determine which will meet the demands of the organization.
Ability to concurrently manage multiple projects, administer systems, troubleshoot computing problems, plan and manage change in the library's computing environment and act as liaison with other information technology professionals.
Ability to be a creative leader committed to the exploration, design and implementation of innovative digital library collections and services.
Ability to exercise leadership and motivate others in creating innovative user-response electronic services.
Ability to plan, coordinate and supervise the work of others.

Ability to work effectively with teams, committees, and working groups.
Ability to represent library interests to internal and external committees

MINIMUM QUALIFICATIONS

A Masters in Library Science or Masters in Library Information Science from a library school within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association and four (4) years of professional level library information technology experience in a library or library related information field. Such experience might include implementing new technology in a library, working with information technology vendors, collaborating on information technology projects, etc.

SPECIAL NECESSARY REQUIREMENT

Possession of a valid NY State Public Librarians Professional Certification from the New York State Department of Education.

Date Revised 7/2018