

CITY OF TEXAS CITY

SALARIED

MOORE MEMORIAL PUBLIC LIBRARY

EXEMPT

REFERENCE/ SYSTEM ADMINISTRATOR LIBRARIAN

JOB SUMMARY: The reference system administrator librarian is responsible for the management of the integrated library software, electronic resources, website, digital archives and technological networks of the library. This position also provides assistance with the maintenance and operation of the City of Texas City website as necessary. Support from the City of Texas City IT department or vendors may be available for technical assistance.

ESSENTIAL JOB FUNCTIONS: Under the general direction of the Library Director, manages the development, integration, maintenance, operation and expansion of library technology. Oversees the installation of hardware, software, and system upgrades, and the troubleshooting, networking, integration and support of library systems. Manages online resources and remote technological systems, to include online databases, social networking sites, interfaces, remote authorization, licensing, digitization and archiving of library resources. Participates in strategic planning for digitized archival and local history initiatives. Participates in strategic and long-term planning for library technology. Researches and implements best practices in digitization and electronic delivery of information. Assists patrons of all ages and backgrounds in researching information on a full variety of subjects, and the use of library resources and systems. Provides training to patrons and staff. Evaluates, weeds, reviews, and recommends selection of library materials and electronic resources. Assists in grant writing and administration.

May be required to work one evening per week and approximately one Saturday per month. Additional time in evenings or weekends may be required for specific upgrade/maintenance tasks.

Work is typically performed indoors. Physical effort involves standing or sitting for periods of time, and reaching, bending or stretching, with some exposure to dust and mechanical and electrical hazards. Must be able to lift up to 50 pounds.

JOB SCOPE: Will report directly to the Library Director.

REQUIREMENTS: Master's Degree in Library Science from an ALA accredited university or college. Professional coursework in computer science or information services. Ability to communicate effectively both orally and in writing with the public, staff, vendors, city staff and IT professionals from other libraries. Ability to organize and administer resources for maximum efficiency. Knowledge of Library computer services, cataloging and classification structures, electronic resources, social networking services and ILS software commonly used in public libraries. Significant knowledge of best practices, standards, issues and trends relevant to technology in public libraries.

Knowledge of computer programming and data structures, and the design and delivery of information services and resources in a public library environment. Knowledge of the principles, practices and techniques of website design.

Public library experience desired. Specific knowledge of the Sirsi/Dynix ILS system preferred but not required.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified above.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?

Signature

Date