JOB DESCRIPTION

LIBRARY MEDIA SYSTEMS ADMINISTRATOR

Series: IPSS
Code: IMC LMSA

DEFINITION:
Under supervision, to perform paraprofessional and leadership duties relating to maintenance, processing, circulation, distribution and control of a variety of instructional materials; to perform general clerical tasks in support of the IMC Coordinator; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Develop and document procedures pertaining to the use and administration of the library automation system, including such tasks as bibliographic data loading, annual patron updates, and annual inventory procedures.
Develop and maintain the district library web site to provide on-site and at-home access to the library catalog as well as to provide a portal to web sites which support the curriculum.
Work with MIS department to back up library system on a regular basis and to ensure security of the database.
Provide support to library staff in using library automation software.
Act as liaison to the library automation software technical support.
Maintain (install upgrades to) district library automation software.
Maintain the union catalog by loading vendor-supplied bibliographic and holdings data files; locating catalog records from on-line sources and reformatting them as necessary for import into library automation system; assist Area Librarian(s) in performing original cataloging and authority control.
Act as liaison to the vendor technical support in resolving data issues.
Assist in the ordering of new books and related library resources.
Assist Area Librarian(s) in the ongoing development and maintenance of the Library Media Center Operations Manual for use by library staff.
Evaluate and recommend for purchase library automation and other library management software.
Develop reports and statistics regarding circulation and holdings to aid in evaluating library usage and collection building.
Write small computer programs for manipulating large amounts of textual data.
Assist Area Librarian(s) and District Librarian in the implementation of District and site library plans (from the FUSD Library).
Ensure the security, integrity, and adequate performance of our library system. This involves monitoring the database of bibliographical records, which serve 39 schools by overseeing backups, developing and verifying proper data entry procedures and controlling user access.
Serve as the Webmaster for the Fremont Unified library home page.
Serve as a member of the District Library Committee and the District Technology Design Team.

QUALIFICATIONS:
Knowledge of:
    Dewey Decimal system;
    Library materials, routines, services, terminology, and procedures;
    Circulation and inventory practices;
    Recordkeeping practices;
    Modern office methods and equipment, including computer software applications;
    Experience with the particular library automation system (SIRSI Unicorn) used by this school district. This involves
        daily maintenance and updating of the library union catalog.
    USMARC (Machine-Readable Cataloging) bibliographic and authority record formats;
    Programming languages (Perl and Unix shell scripting).
    Knowledge of Systems backups.

Ability to:

Implement user authentication with Apache Webserver (for restricting access to online documentation which includes confidential or proprietary information).

Education: Equivalent to the completion of high school with the addition of several related post-secondary level vocational courses.

Experience: With the particular library automation system (SIRSI Unicorn) used by this school district (this involves daily maintenance and updating of the library union catalog) and two years of related IMC technical experience.

N: 1/03