

LIBRARY AUTOMATION SPECIALIST

DEFINITION

Under general supervision, performs a variety of technical duties related to the automated processing and circulation of books and instructional media materials; has responsibility for ensuring the security, integrity and quality of the media database; creates the departmental web page and maintains appropriate links; tests new versions of software; prepares a variety of reports related to the assignment; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class provides technical electronic support for library staff. Successful performance of the work requires advanced technical skills in addition to the ability to interpret and explain technical concepts to non-technical users. This class is distinguished from other automation programming and support classes in that they support business, administrative and instructional systems using both mainframe and various personal computer platforms.

EXAMPLES OF DUTIES

Creates and maintains bibliographic records for the library website; administers and participates in updating the on-line library catalog including creating and maintaining bibliographic records for the library database.
Serves as the web support person for the District's Library website; creates, edits and maintains the library website, including maintaining a home page, inputting text and creating links to all District library sites.
Troubleshoots technical problems in the District's automation software.
Prepares and maintains clear and accurate documentation, files and reports for various library functions.
Modifies standard computer applications to meet library-specific needs.
Attends Library Media Technician meetings and other departmental meetings as required.
Manages and performs supplemental archiving of data files.
Evaluates and recommends products for District acquisition.
Compiles statistics such as library usage and collection mapping.
Trains and assists District staff with circulation and cataloging procedures using library-automation software.
Identifies and documents system software errors.
Assists in instructing library staff in the use of library automated systems.

QUALIFICATIONS

Knowledge of:

Functions of relational databases.
Techniques of website design and maintenance.
Basic library procedures terminology, process and materials, including the Dewey Decimal System.
UNIX operating system, AACR2 and USMARC or similar systems utilized by District library staff.
English usage, spelling, grammar and punctuation.
Computerized informational retrieval systems including circulation/catalog software.
Operation of school media and audio-visual equipment and standard office equipment.

Skill in:

Using library systems technology to create and maintain records and generate reports.
Creating and maintaining web pages and appropriate links.
Planning, developing and organizing work flow processes.
Writing basic computer applications using PERL.
Using sound independent judgment within procedural guidelines.
Explaining technical concepts to non-technical users.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to completion of high school supplemented by post-secondary coursework in computer science, information technology, website design or a related subject.

Experience

Two years of experience in using and adapting various personal computer applications including user training. Experience in working with library systems technology highly desirable.

Physical Demands:

Must possess mobility to work in a standard library setting and to use standard library and office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 12/68

R: 03/80

R: 02/81

R: 11/85

R: 02/97

R: 02/03