



## **LIBRARY SYSTEMS ADMINISTRATOR**

**827**

**DEPARTMENT:** Williamsburg Regional Library/Automated Services

### **NATURE OF WORK:**

Under the supervision of the Library Assistant Director, the Library Systems Administrator plans and manages all aspects of the integrated library system, customizing it for local use. Participates in the planning and evaluation of the automated services division.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Manages operation of integrated library system (ILS) software and servers through the use of system utilities, reports, backups and troubleshooting techniques.

Assesses need for ILS upgrades, additions, and modifications in consultation with library staff; plans and implements such changes.

Develops and oversees staff training on ILS, including new releases and modules.

Responds to requests for system support from staff and users.

Develops system reports in response to staff-specified needs for statistics and other information.

Interacts with ILS and related vendor personnel; documents problems and tracks their resolution.

Develops and maintains knowledge of the library automation industry.

Participates in regional and national ILS groups.

Assesses the need for and makes recommendations on the purchase, repair, and replacement of hardware and software. Gives special attention to ILS contractual service needs and costs.

Assists with Automated Services functions such as backup routines and troubleshooting on staff and public PC's and peripherals.

May participate in library-wide committees or projects.

Performs other duties as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is based at the James City County Library, but requires frequent visits to the Williamsburg Library. Administers work typically in an office, in the computer room, and at library computer workstations. Requires sustained use of computers and other office equipment. Requires light lifting, working with cabling, and using hand tools. Regular contact is made with staff members, vendors, technicians, community groups, and the general public.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive skills with relational databases and personal computers.

UNIX and Microsoft networking knowledge helpful.

Knowledge of other networking systems, especially as it affects library automated systems.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Excellent written and verbal communication skills.

Ability to establish and maintain effective working relationships with staff members, vendors, technicians, community groups, and the general public.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree or equivalent training and experience in related fields to provide the necessary knowledge, skills, and abilities as cited above. Experience in integrated library system administration preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.

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**WORK SCHEDULE:** Full-time, exempt position; 40 hours per week; includes some evenings and weekends.

Date: September 2010  
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