LIBRARY SYSTEMS SPECIALIST

CLASS SUMMARY

Under general supervision, operated a variety of programs that run on computers. Performs general software maintenance, updates, backups, and related tasks. Assist library faculty and staff in using various systems and inputting data. Performs related duties as required and assigned.

REPRESENTATIVE DUTIES

Operates computers and terminals located in District libraries. Prepares for operation and operates peripheral equipment such as printers, tape drives, disk packs, scanners and modems. Monitors equipment and program while in operation. Maintains regular updates of files. Updates skills and knowledge of new equipment and software packages. Assists library staff in using, trouble-shooting, and documenting programs and applications used by Learning Resources. Installs, updates, and assists library faculty and staff in the use of word processing, operating systems, spreadsheets, data bases, bibliographical indices, information retrieval and other library-specific systems. Maintains inventory of computer supplies. Keeps log of equipment repairs. Helps with data input and performs related duties.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the administrator of the library. Serves as liaison with vendors and provides assistance to library faculty and staff in using information technologies specific to Learning Resources.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Graduation from high school, or the equivalent plus any combination of training and/or work experience equivalent to two years of library experience using computers, peripherals, operating systems and programming languages.

Library Systems Specialist (continued)

Knowledge and Abilities

Good knowledge of computer operations, capabilities, and limitations of operating systems and principles of log keeping and documentation.

Familiarity with principles of word processing, data base management, bibliographic formats, structures of computerized library systems, and library cataloguing practices.

Ability to read, understand, and apply software manuals and procedures, adjust to and learn new procedures and methods quickly and to diagnose and correct error situations. Ability to communicate and cooperate with library personnel and other technical staff and with vendor technical personnel. Ability to follow written and oral instructions. Ability to work independently to track backups, upgrades, and system changes.