LIBRARY AUTOMATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for supporting school library technology. An employee in this class will provide training and support related to library automation and related library software programs. This includes providing technical expertise for library automation software and hardware, creating and editing MARC (Machine-Readable Cataloging) records, developing tutorials and training materials, facilitating inter-library loans among member school libraries and maintaining inter-library statistics for required reports. The incumbent will assist with other School Library System activities such as maintaining library listservs, performing mailings, and backing up the school library system program assisting the Program Assistant and Library Clerk(s) as necessary. The work also involves performing user support such as providing user training, interfacing with library software vendors, answering questions, and diagnosing/troubleshooting problems related to the library automation system. Work is performed under the direct supervision of the Assistant Superintendent for Instructional Support Services & Leadership, or the Assistant Director for Instructional Technology & Educational Resources. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides training to library customers in the use of the library automation system and online resources;

Creates and maintains MARC records for school library system resources and performs data entry to the library automation system;

Assists district staff in the routine use of, training, analyzing, and problem solving related to the library automation software and hardware;

Assists district staff with cataloging standards, classification, database maintenance, record importing, and workflow issues;

Facilitates inter-library loan among member school libraries utilizing local, regional and worldwide databases;

Maintains inter-library loan statistics for regional and state reports;

Assists with the maintenance of the library's listservs and website;

Performs inter-library and inter-school mailings;

Provides library automation and inter-library software and hardware troubleshooting and user support;

Provides library and/or technology staff assistance with access and password problems related to online resources;

Serves as a back-up to the school library system program assistant and library clerk.

LIBRARY AUTOMATION SPECIALIST–cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good technical knowledge of software applications, including word-processing, database, spreadsheet, electronic mail, multimedia, graphics and networking software, and library automations software;
Good knowledge of methods of troubleshooting and minor technical problems, and referral to the appropriate technical staff;
Working knowledge of MARC records (standardized bibliographic library records);
Working knowledge of software maintenance tasks as they relate to a networked automated library system;
Ability to communicate effectively both orally and in writing;
Ability to respond tactfully to problem requests in high pressure situations;
Ability to form and maintain effective working relationships with libraries, library staff, and patrons;
Ability to work independently, efficiently, and effectively;
Ability to perform detailed work accurately and maintain a high level of productivity;
Versatility; Reliability, Good judgment

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in library information technology, computer science, computer information systems or closely related field; **OR**

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in library information technology, computer science, computer information systems or closely related field and two years of experience working in a library setting with a variety of software programs; OR

C) Graduation from high school or possession of a high school equivalency diplomas and four years of experience working in a library setting with a variety of software programs;

D) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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