

## **AUTOMATED SYSTEMS COORDINATOR**

### **Definition**

Under direction of the Support Services Manager, is responsible for the operation of the Library's automated circulation system and its integration with other automated systems; performs related duties as required.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Functions as Library's technical expert for the automated system and any peripheral systems that interact with it; serves as primary liaison with vendor(s); coordinates preventive maintenance programs/maintenance as required; attends appropriate users group meetings; plans and presents an ongoing staff training program for the automated system; trains new staff in system use; facilitates maximum use of system resources by staff; participates in the planning and implementation of those library services and programs requiring computer expertise; recommends policies when appropriate in conjunction with Support Services Manager; performs research necessary for Library's RFI (s); coordinates and organizes the writing of Library RFI (s) for automated systems; in conjunction with the Support Services Manager in planning and implementing a fully integrated automated library system; maintains documentation and operational awareness of the Library's automated systems; meets regularly with each library division to share information on automated systems and to answer questions; schedules and/or runs weekly and monthly backup programs, reports and notices as required; installs enhancements and upgrades as required; installs/relocates equipment as required; troubleshoots problems and potential problems relating to the automated system; monitors equipment and maintains inventories of same; maintains appropriate manuals, records and files; keeps and reports statistics as required; attends appropriate meetings; prepares reports as required; performs other duties as assigned.

### **Employment Standards**

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Three (3) years of skilled clerical experience and a minimum of two (2) years' library computer experience.

*Education:* Any combination equivalent to an AA Degree with credits in basic data processing.

### **Knowledge and Abilities**

*Knowledge of:* Computer applications in libraries and basic library policies, procedures and practices.

*Ability to:* Plan and organize tasks, files and records; schedule; communicate effectively orally and in writing; orient and train; read and interpret manual and reports.