

## LIBRARY SYSTEMS TECHNICIAN

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### DEFINITION:

Under general direction, to provide library hardware and software technical support and systems administration; to act as purchasing agent for the library, procuring all materials, supplies, furniture and equipment; to provide training and support to staff in using various modules of library management software; and to perform related duties as assigned.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Purchases materials, supplies, furniture and equipment; shops among vendors and suppliers for price and quality; completes and processes requisitions; generates orders;
- Receives items ordered, unpacks and inspects, reconciles with shipping documentation; and contacts suppliers to resolve discrepancies;
- Forwards invoice with approvals to Business Office for payment and confirms payment by auditing a report generated from the accounting system;
- Maintains files and records of purchases, documentation and vendor information;
- Tracks purchasing costs against budgeted amounts;
- Provides technical and user support services for library management system; trains library staff in use of system modules;
- Maintains software modules used for library acquisitions, circulation and cataloging;
- Acquires books, serials and periodicals for library; downloads bibliographic data from various sources through the cataloging module; and generates claims for missing issues;
- Operates library systems containing user information, user rights, and security;
- Uses systems administration module to create calendars that determine circulation parameters based on each item's checkout date and due date; maintains a hierarchy grid to arrive at a check out period unique to each type of item depending on category of patron;
- Catalogs and processes all physical materials being added to the library including books, textbooks and DVDs; uses multiple library software platforms to copy catalog new items or creates a record if necessary; scans in new barcodes on books; attaches date-due slips and spine labels; transfers DVDs from commercial packaging to specialized library cases; catalogs textbooks at the beginning of each semester.
- Assists in the recruitment and selection of student employees; provides instruction and oversees student work in assigned areas.
- Generates routine and customized reports using database programs; and generates basic reports for acquisitions, circulation, and cataloging;
- Performs administrative duties such as, preparing cashbox for circulation desk, removing coins from copiers; counting and depositing cash, and keeping budget records.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

- Principles of accounting or bookkeeping.
- Operate a computer and use standard business software
- Advanced features of Microsoft Teams, Outlook, Excel, and Word.
- Training fundamentals.
- Filing and record keeping
- Library of Congress classification, subject headings, MARC records, and library terminology.

Skill in:

- Working in and contributing to a team environment
- Working independently and organizing workflow.
- High degree of attention to detail.
- Excellent communication, organization and problem-solving skills.
- Analyzing and researching a variety of information resources including the internet. Evaluating and recommending acquisitions of hardware, software, equipment and supplies.
- Keyboarding or typing and operating a 10 key adding machine by touch.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree in library systems, business or public administration including coursework in information technology, computer science or a related field, and three years of technical experience with networks and personal computer administration.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision sufficient to read, view computer screens, repair computers and identify color coded cable; speech and hearing to teach and share information; touch and manual dexterity to use and repair computers; mobility to handle books, move around the library and install equipment; lifting up to 25 pounds to unpack boxes of books and equipment and pushing book carts weighing up to 150 pounds. This work is performed indoors in a college library with some exposure to allergens.