

SYSTEMS ADMINISTRATOR - Technical Services

QUALIFICATIONS:

MLS required; BA/BS in computer technology, related certification or qualifying experience required.

Experience with online catalog (SIRSIDynix Symphony) highly desired.

Working knowledge of ILS administration required.

Strong PC applications skills (Word, Dbase, spreadsheet, graphics).

Library experience preferred

BRIEF JOB DESCRIPTION

Under supervision of the Technical Services Manager, is responsible for ensuring that the SIRSI system works properly. Serves as library liaison with system vendor, troubleshooting problems and implementing new products and services. This position also serves as a Librarian in Charge (LIC) and has material selection responsibilities. Responsible for excellent customer service to both internal and external customers.

HOURS 40 Hours Per Week

Daytime, Evening and Weekend Hours Required

JOB CLASSIFICATION

Salary Grade 320, \$18.91 - \$23.63, Exempt