TITLE	**Systems Administrator**
CLASSIFICATION	**Grade 320, Specialist Tier, Regular, Exempt**
HOURS	**Full-time (40 hours per week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.**

REQUIREMENTS

Education/Experience

MLS from an ALA-accredited program, with BA/BS in information systems or related certification. One to three years of public library experience preferred. Experience working with an integrated library system, such as SirsiDynix highly desirable.

Knowledge/Skills

Thorough knowledge of principles, theories and concepts of library science. Working knowledge and demonstrated skills in Integrated Library Systems administration. Advanced skills in computer applications such as database, spreadsheet, and graphics software. Excellent written, verbal, customer service and interpersonal skills. Ability to communicate and function effectively in a team-oriented environment.

Working Conditions

Works primarily in the library. Travels to occasional meetings and speaking engagements outside the library. Lifts and moves light library materials and equipment.

REPORTS TO	**Senior Manager-Technical Services**
POSITION(S) SUPERVISED	**None**

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is ". . . to educate, empower, engage, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons." This position assists in accomplishing this mission by ensuring that the library's integrated automation systems are maintained and updated in order to meet the informational needs of both the library staff and the community.

ESSENTIAL POSITION DUTIES   % Time

1. **Integrated Automated Systems**   **60%**

   Maintains the library's automated systems to include code maintenance, system module functionality and connection with consortia. Performs troubleshooting, records requests for support and maintains appropriate corresponding documentation. Assesses and implements timely upgrades. Keeps library staff informed of changes and updates. Provides training and support for day-to-day operational issues that arise.

2. **Administrative Support**   **25%**

   Fulfills planning responsibilities, maintains statistics and reports from the online catalog system, submits budget needs requests and implements expenditures in an efficient and accountable manner. Utilizes objective, analytical, problem-solving and consensus-building skills to contribute to decisions affecting both the Technical Services Department and overall library services.

3. **Technology Services Support**   **5%**

   Serves as technology support for the library's telephone system, printers, fax machines, computers, and other auxiliary technology equipment throughout the library as needed.

4. **Librarian-in-Charge**   **5%**

   Serves as the Librarian-In-Charge in the absence of the Director, Assistant Director, or other senior librarians. Duties include responsibility for opening and/or closing, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.

5. **Collection Development**   **5%**

   Coordinates and oversees collection development of materials. Maintains a quality collection through appropriate selection of new materials and weeding. Routinely assesses and analyzes patron's needs through detailed collection turnover rates, holds ratios and other means. Vigilantly scans review journals, vendor information and circulation trends, projecting popular trends. Makes recommendations regarding all aspects of materials: cataloging, processing, policies, etc.

Communication and Teamwork   **Ongoing**

- Serves as a positive member of the Technical Services team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.

- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in technology through memberships, trade materials, etc.

- Performs miscellaneous related duties as needed by the library and assigned by the Sr. Manager-Technical Services.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

Lifting	☒ Yes ☐ No	If yes, list maximum weight: ___30 lbs____
Pushing	☒ Yes ☐ No	
Pulling	☒ Yes ☐ No	
Carrying	☒ Yes ☐ No	
Reaching	☒ Yes ☐ No	
Gripping	☒ Yes ☐ No	
Does job require reaching above shoulders?	☒ Yes ☐ No	
Does job require reaching to floor level?	☒ Yes ☐ No	

PHYSICAL MOBILITY FACTORS:

Throwing	☐ Yes ☒ No
Sitting	☒ Yes ☐ No
Standing	☒ Yes ☐ No
Walking	☒ Yes ☐ No
Climbing	☒ Yes ☐ No
Stooping/Bending	☒ Yes ☐ No
Crouching	☒ Yes ☐ No
Kneeling	☒ Yes ☐ No
Crawling	☐ Yes ☒ No
Twisting	☐ Yes ☒ No
Balancing	☐ Yes ☒ No

SENSORY/PERCEPTUAL FACTORS:

HEARING:	
Conversation	☒ Yes ☐ No
Sounds	☒ Yes ☐ No
VISION:	
Far	☒ Yes ☐ No
Near	☒ Yes ☐ No
Color	☐ Yes ☒ No
Depth	☐ Yes ☒ No
PERCEPTION:	
Spatial	☒ Yes ☐ No
Form	☒ Yes ☐ No
Feeling	☒ Yes ☐ No

WORK ENVIRONMENT:

Inside Work	☒ Yes ☐ No
Outside Work	☐ Yes ☒ No
Hot/Cold	☐ Yes ☒ No
Fumes	☐ Yes ☒ No
Traveling	☒ Yes ☐ No
Working Alone	☒ Yes ☐ No
Working in a Group	☒ Yes ☐ No
Interacting with the Public	☒ Yes ☐ No

HAZARDS:

Machines	☒ Yes ☐ No
Electrical	☒ Yes ☐ No
Sharp Tools	☐ Yes ☒ No
Slippery floors	☒ Yes ☐ No
Congestion	☐ Yes ☒ No
Heat/Cold	☐ Yes ☒ No
Dust/Vapor	☐ Yes ☒ No
OPERATE:	
Equipment	☒ Yes ☐ No
Telephone	☒ Yes ☐ No
Computer	☒ Yes ☐ No

ACCESSIBILITY FACTORS:

Doors	☒ Yes ☐ No
Aisles	☒ Yes ☐ No
Tables	☒ Yes ☐ No
Telephones	☒ Yes ☐ No
Staff Room	☒ Yes ☐ No
Bathrooms Public	☒ Yes ☐ No
Drinking Fountain	☒ Yes ☐ No
Parking	☒ Yes ☐ No