

**Adams State College
Nielsen Library**

Systems and Automation Librarian
Position Description

NATURE OF WORK

The Systems and Automation Librarian provides hardware and software support to the library staff and strives to maintain accuracy in all library electronic data.

SUPERVISION

The Systems and Automation Librarian supervises part-time work study and/or hourly employees on a periodic basis. The Systems and Automation Librarian reports to the Library Director.

SUMMARY OF RESPONSIBILITIES

- Purchase, install, maintain, and repair computer hardware used by library staff.
- Purchase, install, and update computer software used by library staff in all departments (circulation, acquisitions, interlibrary loan, cataloging, serials, and reference).
- Provide assistance and instruction to staff and patrons concerning the use of software programs.
- Create, maintain, and improve library webpages.
- Assist in the acquisition of commercial databases. Set up and maintain links to those databases. Perform necessary administrative tasks.
- Be actively involved in Marmot database cleanup.
- Provide Marmot reports concerning our collection and circulation.
- Perform role of liaison between ASC Computing Services and the Library.
- Perform role of liaison between Marmot and the Library.
- Serve on ASC and Marmot committees when requested.

- Perform collection development in assigned areas of the collection. This includes weeding, selection, and acting as a liaison to faculty in assigned areas.
- Staff the reference desk. Normal load is 8-10 hours per week but occasionally higher.
- Lead bibliographic instruction sessions when requested.

PROFESSIONAL DEVELOPMENT

The Systems & Automation Librarian will establish an annual plan designed to enhance and stimulate his/her knowledge and skills and contributions to the development of librarianship.

QUALIFICATIONS

Excellent written and oral communications skills; strong interpersonal skills; high level of commitment to customer service and teamwork; ability to work independently and be self-motivated; and ability to think logically and resolve problems.

Masters degree in library science from an ALA-accredited program is required.

Preferred:

- Experience in working with the following software programs.
 - General: MS-Windows (various versions), MS-Office (Word, Excel, Access, Power Point), internet browsers (e.g., MS Internet Explorer and Firefox), e-mail packages (e.g., Thunderbird and SquirrelMail).
 - Innovative Interfaces' Millennium package (circulation, cataloging, serials, acquisitions, OPAC).
 - Interlibrary loan: OCLC, CLIO, Ariel.
 - Cataloging: OCLC, label programs.
 - Serials: Paradox (DOS version 4.5).
 - Webpage management: Dreamweaver, Fireworks, Bricolage, Adobe Acrobat, etc.
- Experience in basic computer hardware repair.
- Experience in reference and bibliographic instruction.
- Ability to read or speak Spanish is a plus.
- Ability to communicate in sign language is a plus.