Clearview
LIBRARY DISTRICT

JOB DESCRIPTION

Job Title:	**Library Information Technologist**

FLSA Status:	**Non-Exempt**	**Salary Grade and Salary Range:**	**Grade 5 - $25.23**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

Library Information Technologists work with the IT/Technical Services Manager to administer the library's integrated library system, printing and computer booking system, online catalog, website, network, servers, and other computer systems in the library branches and on the Bookmobile. IT Assistants conduct classes and provide one-on-one training for staff and patrons.

Essential Functions

1. Administration and Support of Assigned Platforms and Services. — With considerable independence and initiative performs a wide variety of administration and support activities including responding to customer and organizational needs by analyzing, constructing, and owning assigned incidents/requests/problems/changes. Support off-the-shelf, and sometimes industry-specific, software including the installation, configuration, testing, monitoring, troubleshooting, account management, and ongoing upgrades and patches. Apply IT industry best practices to ensure secure, reliable, and sustainable services. Monitor current and future state needs of assigned systems and work with the IT and Technical Services Manager to develop ongoing management, recovery, and backup plans.	**50%**
2. Maintenance & Troubleshooting. — Helps to ensure that all library systems are functional and secure. Responsible for maintaining and updating a variety of hardware and software for library patrons and staff. Maintains inventory of parts and equipment. Responsible for supporting and assisting staff and patrons with technical problems and challenges as needed.	**20%**
3. Documentation & Implementation. Creates and maintains clear documentation and reports of and on library tools, processes, and systems. Monitors analytics and produces reports, evaluating effectiveness and providing recommendations for future action. Provides input to the IT Manager regarding the adoption of platforms, systems, and services that support library functions.	**15%**
4. Professional Learning. Stays current with library platforms, tools, and technologies. Attends library conferences and workshops that relate to duties as authorized or recommended by the IT & Technical Services Manager or Director.	**10%**
5. Teamwork. Participates in staff meetings to resolve problems, discuss ideas for improvement, and keep updated on library plans, activities, and changing standards. Provides training and support to staff on communications-related topics and programs.	**5%**
6. Other duties as assigned.	
Incumbents will be required to work evenings and weekends, be on call, and travel to external events. **Total**	**100%**

Autonomy

Guidelines and results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor.

Supervisory Responsibility

None. Cross-department coordination, training, and support are expected.

Education and Experience Required

Requires a two-year college degree or equivalent coursework and/or an equivalent amount of library or IT experience. Library experience preferred.

Knowledge, Skills, and Abilities

- Use of standard office software to create documents, letters, and memos and to produce lists, labels, and simple spreadsheets.
- Adept at computer, Internet, and server use. Able to learn how to use and support other technologies.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Effective at working with a wide range of constituencies.
- Good oral and written communication and social skills.
- Team player.
- Ability to work independently and on a team to meet multiple deadlines and project goals.
- Exhibits a willingness to learn, and teach others, other applications and platforms as needed.

Work Environment

Position may require being up and moving around the Library and at times stationary at work station. The job requires stooping, bending, squatting, stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

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