

JOB TITLE: LIBRARY SYSTEMS ANALYST

CLASSIFICATION: Full-Time Regular

NATURE OF WORK: Library Systems Analyst is responsible for providing the technical support needed to operate the automation, communication, and online systems within the Library. Must have problem-solving skills; a strong commitment to expand his/her knowledge base; be self-motivated, and be a self-starter.

EXAMPLES OF WORK PERFORMED: The Library Systems Analyst operates the library's automation and communications systems including the Innovative Interfaces systems, LAN's, Web server, Internet access and telecommunications systems; will perform necessary repairs and maintain a log of computer-related problems for the headquarters and five (5) branch libraries; assist with the design and implementation of future automation needs of the library. Other duties of the technician will include installing and configuring computer hardware and software; be responsible for maintaining inventory of hardware and software; generate monthly statistical reports; instruct staff on computer services and systems operations. Help in the selection and installation of filtering software; installing and maintaining a firewall software and hardware to protect Library's computer system. The technician may be on call for assistance as long as the Library is open to the public. Helps patrons and staff with technical issues; must have problem-solving skills; a strong commitment to expand his/her knowledge base; be self-motivated and a self-starter; and other duties as assigned.

SUPERVISION: Most work performed is done without direct supervision. The Library System Analyst's work is supervised by the Director and takes the form of occasional review for accuracy and output.

EDUCATION AND EXPERIENCE: Three (3) years of proven experience with computers. Certification in computer operations desired.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Strong knowledge of personal computers; strong knowledge of LAN's and web; troubleshooting hardware and software problems; set up all aspects of a computer; install software; knowledge of Internet, Microsoft Office, and a wide range of operating systems; learn and train staff on new operating systems; good communication skills; must be able to work independently; and work with patrons/staff. Requires the ability to stand, stoop, kneel and lift 50 pounds. Requires the possession of a valid class E driver's license, the ability to travel to other locations, and the ability to occasionally travel for several days for conferences.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.