SANTA ROSA JUNIOR COLLEGE

TITLE	CLASSIFICATION	SALARY GRADE
LIBRARY TECHNOLOGY SPECIALIST	CLASSIFIED	GRADE: N

BOARD POLICY REFERENCE: 2014/15 Classification Review

JOB DESCRIPTION:

Under general direction, the Library Technology Specialist has primary responsibility for providing ongoing technical support of information systems and processes critical to the services and operations of the SRJC Libraries. The incumbent provides high level support and oversight of library technology; serves as liaison between the SRJC Libraries and the District-wide community; and provides significant user support to ensure access to electronic library resources. May serve as back-up in different areas of the library; may serve as a lead worker to other classified staff and performs related work as required.

SCOPE:

The Library Technology Specialist utilizes current information technology to ensure access to library materials and interfaces between multiple library and District-wide print and digital systems; assists with the integration of new library technology solutions into existing library systems. Primary responsibilities include operational support of electronic resource management systems and integrated library systems that support key library functions and services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs standard updates and routine procedures necessary for the operation of a variety of modules in the Voyager integrated library system; troubleshoots system processes, assists with the design and development of system usage reports; and provides direct support to projects that use and interact with elements of the integrated library system.

2. Supports the integration of new technology and methodologies for library services, applications and systems; participates in the testing and evaluation of emerging technology for usability and effective discovery and delivery of library information services.

3. Maintains and updates web-based content, including library web pages and web graphics in support of a full range of library information discovery tools and services.

4. Responds to and resolves user access problems with thorough trouble shooting measures for both locally and remotely hosted databases and e-resources available through the library.

5. Provides support for existing and emergent metadata formats, records compatibility and authority control between a variety of discovery systems and user search interfaces.

6. Designs and develops detailed financial, bibliographic, and statistical reports reflecting performance and usage of a variety of library systems and services for the library and college community.

7. May oversee invoices and budget records for various funds in the library budget pertaining to e-resources and interfaces.

8. May supervise and train student and short term, non-continuing (STNC) employees.

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EMPLOYMENT STANDARDS

<u>**ABILITY TO**</u>**:**
Incorporate emerging technology into the area workflow; initiate and recommend library technology services; recommend, interpret and apply library department policies; develop, interpret and implement rules and procedures; analyze situations and adopt effective courses of action; work independently with a minimum of supervision; maintain accurate records and perform mathematical calculations; demonstrate sensitivity to, and respect for, a diverse population.

<u>**KNOWLEDGE OF**</u>**:**
Web page and web-based application development using HTML, CSS, JavaScript, PHP, XML and other web interface technology; hardware, software, and communications technology used for varying platforms and architectures to operate and enhance library operations and services; operation of one or more modules of an integrated library automation system; library terminology, rules and procedures; a variety of existing and emergent library bibliographic encoding formats, standard office productivity software; Library of Congress cataloging rules and procedures; standard bookkeeping and fiscal management practices; and federal laws regulating copyright and interlibrary loans.

<u>**MINIMUM QUALIFICATIONS**</u>**:**
Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:
Associate's degree with significant coursework in Information Technology and Library Science, or related fields.

Experience:
Increasingly responsible experience working in a library, with demonstrated experience in information systems support and administration of an integrated library system, such as Voyager. Demonstrated experience in the design and development of web pages and web graphics is also required.

<u>**SPECIAL REQUIREMENTS**</u>**:**
Must be able to demonstrate freedom from color blindness.