

**KENT COUNTY PUBLIC LIBRARY**  
**Job Description**

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<b>JOB TITLE:</b>	Librarian I Public Services for Technology
<b>CLASSIFICATION:</b>	Regular full time, 37.5 hours per week Librarian pay scale
<b>SUPERVISED BY:</b>	Executive Director
<b>STATUS:</b>	Non Exempt
<b>HOURS OF DUTY:</b>	As scheduled, with Saturday and evening hours as needed

**GENERAL SUMMARY**

Provides all local Level 1 technical support for library hardware and software and serves as Local ILS Administrator. Maintains all technical aspects of the library's public and internal web pages. Develops, maintains and coordinates all activities of the Technical Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Technology

- Oversees the daily operation of the library's automation systems and public work stations Troubleshoots library hardware & software and serves as level 1 tech support
- Communicates with higher level tech support as needed
- Serves as technology liaison to vendors as well as local, regional, and state groups
- Maintains inventory of hardware and software
- Instructs staff on computer services and systems operation
- Researches potential new products and their positive impact on the library and the community in anticipation of patron and staff needs
- Maintains Library website using CSS and HTML
- Ensures that Library website is regularly updated and accurate
- Identifies staff and public training needs and opportunities
- Provides one-on-one and group training for library patrons and staff

## ILS & Technical Services

- Serves as Local System Administrator for the library's ILS, maintaining catalog rules, settings, and global functions
- Oversees ILL services. Attends or assigns appropriate staff to state meetings and other meetings involving ILL services and Technical Services
- Maintains most library statistics and prepares monthly and yearly reports, including running ad-hoc reports as needed. Serves as representative to the state statistics committee

## Supervision

- Directly supervises Library Assistant I
- Shares responsibility for the day-to-day operation of the Library along with the Director and other senior staff. Serves as a member of the senior staff and acts as manager on duty as needed
- Consults with staff to develop and refine library practices and procedures

## ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provides adult and youth reference service as needed: effectively identifies and interprets patron needs in person, over the phone, and using other devices; provides reference, reader's advisory, computer, database, and referral services and assists patrons in material selection
- Implements standard operating procedures and system policies. Assures that operations are consistent with KCPL policies, procedures, philosophies and objectives
- Participates in the development of operating policies and procedures
- As part of a management team, make suggestions to short term and long term planning of library services
- Participates in library special projects as needed
- Continues professional development by attending workshops and participating in webinars and through memberships in professional organizations
- Other duties as assigned

## JOB REQUIREMENTS

- Local ILS administration & database concepts
- Able to work independently
- Analytical & critical thinking skills
- Problem-solving and troubleshooting skills
- Strong proficiency with Microsoft Office, particularly Excel
- Knowledge of HTML, CSS, FTP client, and web editor software

- Strong oral & written communication skills

#### QUALIFICATIONS

- Bachelor's Degree required. Master's Degree preferred
- At least two years relevant experience preferably in a library setting.

#### WORKING CONDITIONS

- Work involves near continuous use of computer terminal
- Requires light physical effort such as stooping or bending, and occasional lifting of lightweight objects up to 25 pounds