

City and Borough Sitka, Alaska

Class Specification

Class Title	Information Services Librarian
Class Code Number	3031
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	April 2012

General Statement of Duties

Provides Information Services at the Library and related Library functions; performs related and assigned work as required.

Distinguishing Features of the Class

Under the direction of the Library Director, the Information Services Librarian serves as the Kettleon Memorial Library and Sitka Library Network administrator for the SIRSI Integrated Library System (ILS), a consortium system comprised of Kettleon Memorial Library, the Sitka School District and Mt. Edgecumbe High School, maintains a user-focused online catalog and an accurate and relevant bibliographic database that assists staff and public to easily locate and use library materials in a variety of formats; plans and performs software maintenance and upgrades and generates reports and statistics, oversees staff training in the use of the online system, and provides direct public service at the library reference and circulation desks. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, members of the Library Consortium, outside vendors and the public. The principal duties of this class are performed in a public library environment. An employee in this class may perform any one or more or any additional duties as assigned.

Examples of Essential Work (Illustrative Only)

Maintenance of Integrated Library System (ILS)

- Performs daily operations of the library's automated systems and workstations
- Works with consortium members to maintain reliable and accurate functioning of the ILS network and server systems
- Coordinates staff training in the use of SIRSI and OCLC

Information services and access management

- Maintains the accuracy and reliability of the library's bibliographic and patron databases
- Creates, maintains and adjusts bibliographic records using standard library record formats, such as MARC, LCSH and AACR2

- Maintains a user-focused interface for the library's online public access catalog
- Prepares custom reports, analysis and impact measures for use of library materials and services for Sitka Library Network
- Monitors and maintains a central computer and equipment consortium for Libraries within the City and Borough of Sitka;
- Coordinates the services of automated system equipment, software, services and maintenance with appropriate vendors;
- Maintains the city and school library computer network;
- Provides on-site system support through troubleshooting technical services, performing on-call system maintenance and repairs as needed;
- Collates Library data and produces annual statistical report for State Library;
- Trains all Library personnel within the consortium in the use of technical services, including conducting training workshops;
- With the Library Director, conducts research on technical services to obtain the most cost effective and valuable services for Library needs;
- Performs software maintenance procedures, including resizing files, index building and program updates;
- Rewrites and reconfigures main system menus, help screens and display screens;
- Studies system use and designs revision to minimize down time to system users;
- Oversees system back-up procedures, monitors disk usage and develops emergency recovery procedures;
- Performs quality control checks of the bibliographic database;
- Organizes, designs and writes original file dictionaries to generate custom database reports;
- With the City and Borough of Sitka MIS staff, maintains, troubleshoots, repairs, replaces and selects all hardware and peripherals within the Library, including CPUs, file servers, monitors, barcode readers, network terminals, printers, CD-ROMS, etc;
- Maintains detailed reports of information services operations for the purpose of system analysis;
- Performs professional cataloguing, technical services and bibliographic control duties, including classification and description of all acquired materials using standard Library cataloguing and classification guides and by adhering to library material standards;
- Enters holdings in both the OCLC and Sitka library Network databases;
- Serves assigned hours at the Circulation desks and performs other duties of the Library Assistants as needed;
- Assists and performs staff training;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of information services systems within a Library environment, preferably within a consortium;
- Comprehensive knowledge of system software as applied to Library services;
- Comprehensive knowledge of Library databases and system security;
- Thorough knowledge of standard library practices and procedures;
- Skill in the maintenance and repair of the various components of technical services systems;
- Ability to implement hardware and software systems within a library based on the analysis of current needs;

- Ability to ascertain the needs of Library patrons and direct them to the needed resource within the Library or contact outside services to ensure all available information is obtainable to the patron;
- Ability in basic math computations and alphabetic filing systems;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Required Special Qualifications

- Master's degree from an ALA accredited college in library or information science, media services or a closely related field;
 - Substitution: A bachelor's degree, some training in library or information science, media services or a closely related field, AND 1 year as a librarian;
- Thorough knowledge of standard library practices and procedures;
- Experience monitoring complex software systems in a library environment, especially SIRSI
- Experience cataloguing and maintaining records in a bibliographic database;
- Demonstrated ability to work cooperatively with colleagues, co-workers and public is essential;
- Seeks opportunities to pursue further training and to keep abreast of current and future trends in library service;
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work, with an emphasis on covering the dual functions of technical proficiency and Library administration.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to maintain technical information systems;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general library environment and visit various work suites throughout the City and Borough.

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