

GMILCS, Inc.

Technology Librarian

Job Summary: Assists the System Administrator with the daily operation of the automation system and network of GMILCS, Inc.

Reports To: System Administrator

Major Duties and Responsibilities:

- Assists with all aspects of the shared automation system including design, support, hardware and software upgrades and regular maintenance
- Assists with the telecommunication network for the consortium relating to the automation system
- Assists with regular maintenance activities involved in operating the servers, firewall and telecommunication network for the consortium
- Actively participates in GMILCS, Inc. boards and committees
- Oversees the design, development and updating of the GMILCS, Inc. web sites
- Maintains network and system documentation
- Works with the GMILCS, Inc. board in long and short term planning
- Troubleshoots network and system problems
- Looks for new ways to provide services and efficiencies
- Assists with new consortium-wide projects as assigned by the System Administrator
- Shares 24/7 coverage with System Administrator or contractors
- Attends appropriate continuing education classes, workshops and meetings, both locally and nationally
- Represents GMILCS, Inc. in a professional capacity
- Performs other duties as required

Requirements:

- Graduate Degree in Library and Information Sciences from an ALA accredited institution or equivalent training and experience
- Demonstrated expertise in computer operating systems, software, hardware and networks
- Valid driver's license

Knowledge, Skill, and Desirable Abilities:

- Knowledge of Windows operating systems, SQL, XML and network management
- Knowledge of HTML, CSS, CMS and other web authoring skills
- Knowledge of library automation systems
- Knowledge of current and future trends in technology and library automation
- Knowledge of library services and applications
- Positive attitude and commitment to excellence in library service
- Ability to meet people and work well with others
- Familiarity with the MARC format
- Ability to teach people at various skill levels
- Ability to work well in a team
- Flexibility in emergency situations
- Excellent oral and written communication skills
- Comfort in juggling multiple tasks and changing priorities

Attached: Employee Physical Activity Requirements

(January 7, 2010)