

Assistant Director for Technical Services - Lapeer District Library (MI)

Submit a letter of interest and resume with three professional references to Kate A. Pohjola (kate@lib.lapeer.org) by 5:00pm on Friday, April 4, 2008

Resumes, letters & references may also be mailed to
Kate A. Pohjola, Library Director
Lapeer District Library
201 Village West Drive
South Lapeer, MI 48446

Interviews will be held in April 2008, with a projected start date of June 2, 2008.

Hours: 40 hours per week. May include evenings & weekends.
Salary range: \$44,823 - \$54,533 in six steps.

Benefits: Medical w/prescription & optical coverage, dental, and life insurance;

Retirement (MERS); Vacation, holiday, & sick leave; Longevity.

General Summary:

Under the general supervision of the Library Director, serves as the administrator of the Library's automation Automated circulation system and new technologies and oversees the maintenance and operation of the system. Trains staff on the system, and serves as the liaison with system vendors.

Supervises the acquisition and preparation of materials for the collection. Serves on the Management Team and shares responsibility for strategic planning, programming and budget development.

Essential Functions:

1. As a supervisor, participates in employment interviews, training, scheduling, and performance evaluations for the Information Technology Specialist and the Library Clerks.
2. Oversees the planning, development, acquisition, implementation, evaluation, maintenance and upgrading of

automated systems and new technologies for the District Library System

3. Responds to trouble calls regarding computers, diagnosing problems, and resolving problems associated with telephone lines, physical connections and related areas.
4. Serves as liaison with the shared system vendor and service representatives, and ensures scheduled maintenance of system. Makes recommendations on upgrades to the system.
5. Assists the Director with planning, budgeting and programming, particularly as it relates to new technologies.
6. Assists staff with questions regarding library procedures and operational issues
7. Prepares system proposals and requirements, in consultation with the Management Team, for automated and new systems in the library.
8. Performs all "system administrator" duties required by vendor.
9. Maintains an awareness of developments in library automation, and attends training and seminars to stay abreast of new technology.
10. Trains and supervises library clerks on tasks related to technical services and computer operations. Works with the rest of the staff to answer questions regarding computer operations. Keeps training current with new software, modifications and system upgrades
11. Supervises the acquisition and preparation of materials for the collection.
12. As related to technology, participates in committees and organizations concerned with library system operations, consortium & cooperative programs and related community projects.
13. Oversees collection efforts regarding patrons with overdue books and other library materials.
14. May act for the Library Director in the absence of that individual.

Other Functions:

15.

None listed

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Master's degree in Library and Information Science from an ALA accredited school with a concentration in cataloging and technology. Coursework required in MARC Cataloging and computer programming.

Experience: Four years of progressively responsible experience in library administration with extensive data processing experience.

Other Requirements:

Permanent Professional Certificate from the Library of Michigan.
Possession of a valid Michigan Driver's license. Valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Exempt

Worker's Compensation Code: 8820

Occupational Employment Statistical Code: 25103

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:
Ability to lift, carry and transport materials including computer equipment such as monitors, printers and other equipment Ability to access office files. Ability to enter and access information to a

terminal Ability to operate library and related equipment Ability to access all areas of the libraries including the branches Climbing and descending stairs to access the basement of the library Ability to crawl under counters to run computer cables Ability to effectively communicate with others

Working Conditions:

Exposure to books and other materials with molds, mildews and dust
Requires some travel to branches and other locations for meetings and other purposes Work hours may be varied, including evenings and weekend hours

Kate A. Pohjola, Director
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