

## TEMPLATE FOR CLASSIFIED POSTION REQUEST

**Position Title:** Library Systems Technology Coordinator

**Dept/Program:** Library

**Submitted by:** Stephanie Tetter, Electronic Resources/Instruction Librarian

**PT/FTE:** Full-time

**New or Replacement:** Replacement

**Service Category:** Reclassification from Instructional Technology Specialist, SvC 7

**Salary/Benefit Costs:** \$40,332 (salary – step A) \$22,490 (benefits)  
District funds

**Total Costs:** \$62,822

**Funding Source:** District Budget

**Are there Salary Savings:** position has been vacant for 8 months (since October 2007)

### **Description of duties and responsibilities:**

The person in this position is responsible for the the design, operation and maintenance of specialized library systems, electronic resources, websites and Library & Technology Center building systems. Also, oversees the operation and coordination of maintenance of library computer labs, staff computers, smart classrooms, peripherals, and other instructional equipment. Responsible for Assist faculty and students with integration of technology into instruction.

**This person** administers the Library's integrated library system, (Voyager), including the Circulation, Cataloging, Acquisitions modules, and the Online Public Access Catalog; leads in the design modifications of the integrated library system and the design and development of other networks and systems necessary for Library operations; analyses and modifies the systems for maximum productivity while maintaining security of the data.

In addition, the person will maintain and modify all the Library's licensed web-access electronic databases, including account configuration and user interfaces; research and make recommendations as to design changes for improved usability.

Also, monitor and analyze usage of all electronic web-based databases, Library websites, Library proxy server, file servers, print server, software applications, integrated library systems, and computer usage; extract and compile a wide range of statistical data related to software, hardware and building usage on a monthly basis; create and provide other customized reports as requested.

Also, oversee the development, implementation and maintenance of student network used in assigned lab (e.g., install server software, set user rights and privileges, install user applications/modules, write logon

script, install upgrades and patches, perform backups and perform appropriate non-warranty hard ware repairs) including a strategy for appropriate system security.

Coordinate the work of the Instructional Technology Specialist(s) assigned to the Library; supervise the student workers assigned to the lab area.

Install, maintain, upgrade and troubleshoot software (for both server and clients) used for: the pay-for-print system in all student labs throughout the Library & Technology Center; office scheduling by the Library and the College Public Information Office to book library use rooms and all public rooms in the Library and Technology Center; and programming of lights throughout the Library & Technology Center, modifying the programming as requested by the Facilities Department.

Install, maintain, upgrade and troubleshoot the software used to interface with the Library & Technology Center building Security System; develop procedures and documentation for the use of the Library & Technology Center building Security System as special needs arise; monitor performance of Library & Technology Center Security Systems; request service as necessary.

Create new and remove old user accounts in the security system; distribute keys to faculty and staff as directed by the appropriate program directors; provide individual and group training on the proper use of the various lock types and building security procedures as needed; maintain a current Keying Map of the Library & Technology Center showing which locks are used in each door; maintain and program door keypads making changes as requested by the Directors of the Various programs.

Maintain and update a database of the Library's hardware inventory and repair history. Create and maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom library applications and commercial applications used in the Library by students and staff and those used to monitor and maintain Library & Technology Center systems.

Operate and maintain a variety of computer and audio/visual equipment, including computers, scanners, and others.

**Special Considerations:** Most of the essential functions listed above require specialized training.

Library currently has an Instructional Technology Specialist, whose work is NOT the same as that of the systems technology coordinator.

The vacant position oversees the critical systems and technology that run the complex library-specific software and databases.

**Does Position act as an entry point for the college? Should it be bilingual?**

Not necessarily, although the person interacts with hundreds of students daily as they work in the open labs in the LTC.

**What would happen if this position weren't approved?** The management of the library's acquisitions, catalog, database maintenance, inventory, serials control, and access to online resources would be left undone.