

LIBRARY INFORMATION SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and paraprofessional position in which an incumbent is responsible for directing and supervising the Library's technical services and administering and maintaining the Library's Local Area Network (LAN). An incumbent is also responsible for performing paraprofessional library duties such as staffing the circulation desk and performing informational, reference and referral services. Work is performed under the general supervision of the Library Director. Supervision may be exercised over lower level employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Directs and supervises the Library's technical services;

Recommends items for collection development, purchase and discard;

Administers and maintains the Library's Local Area Network (LAN) including the coordination of equipment installation, troubleshooting and hardware testing;

Maintains the Library's Website;

Links acquisitions to the Library's database;

Selects materials for and manages the computer software collection;

Instructs library staff and patrons in electronic card catalog;

Performs circulation desk duties;

Performs informational, reference and referral services;

Maintains the fixed assets inventory file and the vertical file collection;

Maintains rotating collections;

Attends board meetings, workshops, training sessions and local meetings regarding the provision of library services;

Conducts library programs as instructed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the concepts, use and abilities of a telecommunications network; good knowledge of hardware/software trouble shooting procedures pertaining to personal computers and the local area network; good knowledge of the principals and practices of library services; good knowledge of the arrangement and uses of library materials; working knowledge of cataloging, classification, circulation and reference

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activities; ability to work independently; ability to make decisions; ability to maintain files and compile statistics; ability to communicate effectively both orally and in writing; ability to supervise the work of others, when necessary; good judgement; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Computer Science, Data Processing, Computer Information Systems or closely related field and one (1) year of experience in a library setting; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Computer Science, Data Processing, Computer Information Systems or closely related field and two (2) years work experience in maintaining a computer information system and one (1) year of experience in a library setting; **OR**
- C. An equivalent combination of training and experience as defined by A and B above.

Ulster County
4065 LIB IS MGR
Classification: Competitive
OA

Adopted: August 24, 2001