I. Job Description:

Library Connection, Inc. seeks an experienced individual to serve as a Systems Librarian for Public Services at its office in Windsor, CT. This staff member will initially manage the consortium's migration to a new ILS. After the migration is complete, the position will transition into a full time Systems Librarian for Public Services.

Migration Manager duties include planning, scheduling, and managing all aspects of the migration: database cleanup; simplifying and standardizing data categorization; accommodating transaction and fee data; data extraction; consortium and library staff training; testing and quality assurance; customization of library patron interfaces; and new member migration.

System Librarian for Public Services duties include working with member libraries, committees, vendors, and Library Connection staff to support and enhance our shared Integrated Library System; troubleshooting, developing and enhancing system capabilities and consortia functionality that further consortium goals. This individual must possess general knowledge of all modules of an integrated library system. Familiarity with web development tools and the ability to write or modify scripts and programs is preferred.

II. Key Contacts/Relationships

The Systems Librarian for Public Services reports directly to the Executive Director and works with Library Connection staff. Serves as the initial point of contact for member library staff with questions or concerns about circulation or public access. Works closely with ILS vendor staff in troubleshooting, developing new system capabilities, and advocating issues on behalf of member libraries.

III. Responsibilities and Activities

1. Develops, troubleshoots and maintains the shared Integrated Library System

- Operates as Library Connection's staff authority on circulation and patron access, including their governing policies and procedures.
- Troubleshoots problems reported by library staff, and, when needed, follows up with vendor support staff.
- Manages reports and policy tables that govern circulation and patron services.
- Configures properties, toolbars, staff access, and user records.
- Manages new releases and the implementation of new features. Reads and distributes release notes. Trains staff on changes in software and procedures. Coordinates Beta testing efforts.
- Customizes the public interface using scripting languages, Cascading Style Sheets, and widgets.
- Schedules and manages annual maintenance procedures.
- Confers regularly with ILS vendor staff. Advocates for enhancements to circulation and the online public catalog. Monitors reported issues and seeks their resolution.

2. Supports Member Library Staff

- Designs and modifies API scripts as needed for data retrieval and modification, including global edits.
- Develops new circulation rules based on requests of member libraries.
- Provides individual and group training to library staff.
- Scans system logs to trace system or user behavior.
- Manages the database changes needed for branch openings or closings or for the temporary storage of library materials during renovations.
- Serves as Project Leader for the migration of new members and their data into the system.
- Extracts and prepares relevant data from the ILS to be distributed and analyzed by member libraries, including year-end statistics as required for the State Library's annual report.
- Provides support for third-party applications that interface with the ILS software.

3. Additional Responsibilities

- Serves as webmaster.
- Serves on library committees, task forces, and professional committees as elected or appointed.
- Serves as backup to Operations staff for FTPing files and batch loading bibliographic records.
- Works with Executive Director to prepare oral and written reports, recommendations, and other written materials for the Member Council.
- Performs other duties as assigned.
- Systems librarians are required to complete continuing education as needed to stay current on developments in the field and new systems and technology.

IV. Experience and Skills:

1. Education & Experience

Required:

MLS or MLIS from an ALA accredited institution and 5 years of experience in the library field, with emphasis on patron services.

2. Skill Set:

Project management experience highly desired, preferably with multiple projects. Experience with the coordination of multiple personnel and/or external entities. Experience with managing quality assurance and testing. A track record of on-time project completion. Experience with Sierra/Encore software highly desirable.

Demonstrated knowledge of and experience with current library standards and practices, especially in the areas of circulation, interlibrary loan, and patron privacy. Familiarity with MARC formats for bibliographic and authority records.

Familiarity with tools such as PHP, SQL, Java, C/C++, Perl, Cascading Style Sheets, widgets, and markup languages (HTML, XML, Javascript). Experience with SQL and SQL scripting. Knowledge of FTP and basic UNIX or Linux

commands and editing. Proficiency in working with personal computer operating systems (Windows and MAC OS), spreadsheets, and word processing. Experience in systems/program development, including programming, analysis and design, testing, implementation, and information architecture are highly desirable.

Strong analytical and technical problem-solving skills for complex applications. Strong detail orientation, customer focus, excellent writing and organizational skills, and the ability to manage multiple priorities/deadlines. Flexibility in an environment of changing priorities and technologies.

Demonstrated ability to work with people with varying levels of computer skills, as well as the ability to make technology understandable to the library community. Patience, tact, and excellent communication skills are required.

Strong background and experience with services to the mobile user, including use of mobile devices (smartphones and tablets), sending library notices as text messages, scanning barcodes from mobile devices, library apps, mobile websites, and RSS feeds, and social media including Facebook, and Twitter.