CALCASIEU PARISH PUBLIC LIBRARY
SYSTEMS LIBRARIAN

The position of Systems Librarian is assigned to Pay Grade 85 on the Library's Classification and Pay Scale. This position reports to the CCS Librarian. The Systems Librarian is responsible for managing and supporting the library's systems which include but are not limited to the integrated library system (ILS), SirsiDynix Symphony modules, 3rd party products that interface with the ILS, and online resources and services. This is a regular, full-time, 40 hours per week, non-exempt position which may include night and weekend work and rotating on call schedule.

Primary Duties and Responsibilities (Essential Job Functions):

Systems Management
- Responsible for daily operation of all modules of the Library's Integrated Library System (ILS), SirsiDynix hosted Symphony.
- Works closely with Library Staff and SirsiDynix to configure, test and adjust library software to meet policy and procedural requirements of the library.
- Manages reports and policy tables that govern Symphony modules (acquisitions, cataloging, circulation, requests, and serials.) and SVA user notification system.
- Configures Symphony Workflows 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.
- Serves as primary point of contact for ILS.
- Monitors access to 3rd party resources and services that interface with ILS, such as user notifications, online databases, time and print management, patron self-checkout.
- Perform other duties as required

Public and Staff Support
- Troubleshoots and resolves automation system (Symphony), integrated 3rd party products, and assists with troubleshooting online resource problems reported by library staff.
- Works with library staff to develop and coordinate automated library services policies and procedures.
- Edits messages on receipt printers, notifications and 3rd party interfaces to support CPPL Marketing Plan.
- Works closely with IT Supervisor to maintain and provide support for the Library's ILS.
- Works with User Access Librarian to maintain accuracy of library databases.
- Serves as backup Webmaster/Wiki administrator.
- Serves as User Access Librarian backup for exporting and importing bibliographic records.
- Assists System Trainer with ILS, integrated 3rd party applications, online resources individual and group training for library staff.

Records Management
- Maintains configuration policies master for ILS software.
- Keeps log of changes to ILS software and policies, integrated 3rd party products, and online resources.
- Manages staff users in library automation system, sets up user parameters within the software, maintains documentation on all library decided parameters, institutes security policies and procedures.
- Creates, schedules, and maintains ILS and other reports.
- Collects and maintains statistics for library collection and services (ex: physical library collection, online library collection, user notifications, printing, scanning, and in house technology use).
- Coordinate with appropriate staff the creation and maintenance of current support contact list for library software and services.
- Provides statistical reports on a monthly basis to Collection & Computing Services Librarian and others, responds to requests for reports from library staff and submits an annual report on system and resources, including year-end statistics as required for the State Library's annual report.

Knowledge Maintenance

- Manages ILS interface, integrated 3rd party product dashboards, and online resources dashboards by participating in listservs.
- Keeps up to date on changes in vendor interfaces and procedures by signing up for newsletters/visiting vendor websites at least monthly and attending related training opportunities.
- Participates in appropriate professional organizations, attends continuing education opportunities and keeps current on developments in the field and new systems and technology.
- Stays informed about the library's resources and services, both physical and virtual. Visits the library's webpage and wiki daily.

Required Qualifications, Training and Education

- Must possess an MLIS degree from an accredited college or university.
- Five years' experience working with an integrated library system, preferably SirsiDynix Symphony.
- Website maintenance experience desirable.
- Prefer experience importing, extracting, and exporting data from databases such as library catalog.
- Considerable knowledge of library automation products such as time and print management and online resources and services.
- Ability to create and maintain statistical reports.
- Must have proficiency in Microsoft Excel, Word and considerable knowledge of PC operations and online environment.
- Ability to organize work effectively, determine priorities, make decisions and complete assigned duties.
- Ability to analyze and resolve complex problems.
- Ability to exercise creativity and initiative in a changing environment.
- Ability to develop and maintain effective working relationships with co-workers within the department, library-wide and the general public with strong and effective spoken and written communication skills.

Physical & Additional Requirements

- Must be able to lift up to 25 pounds occasionally.
- Walking, standing, sitting, bending, stretching, reaching, climbing, stooping, twisting, and kneeling.
- Must take and pass a physical exam, lumbar x-rays, and drug screen prior to employment.
- Must pass pre-employment background check.

Salary
- $20.09/hour and up, depending on qualifications and experience.
- Mandatory direct deposit through the Calcasieu Parish Police Jury.

Apply online at: http://www.calcasieulibrary.org/my-library/employment.
This position will be open until March 6, 2017.