

JOB ANNOUNCEMENT
LIBRARIAN – INFORMATION SERVICES

PERMANENT FULL-TIME POSITION

37.5 Hours per week

\$26.42 Hourly

Do you have interest, talent, and training in the management of library automated systems and bibliographic data?

Are you dedicated to creating user-focused library systems that help people find the information they need?

Do you like working with detail and have the organizational skills to plan and carry out complex projects?

Do you have the skill and ability to train others in the use of automated systems?

Would you like to be part of a dynamic and innovative library team?

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (public employees' retirement system).

RESPONSIBILITIES

Under general direction this professional Librarian serves as the Juneau Public Libraries site administrator for the SIRSI/Dynix Symphony integrated library system (ILS), which is shared with libraries in the Capital City Libraries (CCL) consortium. Maintains a user-focused online catalog and an accurate and relevant bibliographic database that assists staff and public to easily locate and use library materials in a variety of formats. Serves as backup for the CCL system administrator, planning for and performing software maintenance and upgrades, maintaining system service modules, and generating customized reports and statistics. Provides continuous staff training in the use of the online system and in new system developments. Participates in planning and goal setting as part of the library management team and provides direct public service at the library reference desks, including evening and weekend shifts.

Site Administration of Integrated Library System (ILS)

- Supervises daily operations of the library's automated systems and workstations.
- Works closely with consortium system administrator to maintain reliable and accurate functioning of the ILS (*SIRSI/Dynix Symphony 3.3*).
- Provides backup support to system administrator for all ILS network and server systems.
- Identifies, interprets and evaluates networking and systems needs for the operation of the ILS.
- Trains staff in use of SIRSI system software and individual service modules.

Information Services and Access Management

- Maintains the accuracy and reliability of the library's bibliographic and patron databases.
- Maintains and adjusts bibliographic records using standard library record formats, such as MARC, LCSH, and AACR2.
- Maintains a user-focused interface for the library's online public access catalog.
- Coordinates technical projects integrating the ILS with social media, mobile technologies, third party hardware and software, and other creative opportunities to enhance access to the library's print and online collections.

CONTINUED ON BACK SIDE

- Installs and maintains interlibrary loan software and systems, including OCLC ILLIAD; supervises staff that carry out interlibrary loan activities for the library.
- Plans and implements major collection management activities, such as inventories and shelving shifts.
- Assists in selection of the library's software, hardware, print, and digital resources.
- Prepares custom reports, analysis, and impact measures for use of library materials and services for all three library branches.

MINIMUM QUALIFICATIONS

Education: Master's degree from an ALA accredited college in library or information science, media services, or a closely related field.

SUBSTITUTION: A Bachelor's degree including some course work in library or information science, media services, or a closely related field; **AND** one (1) year of experience as a Librarian.

Experience: Supervisory experience in a library environment is desirable.

Experience monitoring complex software systems in a library environment is desirable.

Experience maintaining records in a bibliographic database is desirable.

Other: The preferred candidate will have recent MLS/MLIS coursework or experience in information management using library automated systems.

Demonstrated understanding of the MARC record and familiarity with standard library information management tools, such as LCSH and AACR2 is desirable.

Demonstrated ability to work cooperatively with colleagues, co-workers, and public is essential.

Employee must have access to reliable transportation to transport self to library branches.

NOTE: This is a benefited position. For more details about benefits, please visit the following website:

<http://www.juneau.org/personnel/benefits.php>

CLOSING DATE

A completed CBJ application form, Number P001 must be received by the Human Resources & Risk Management Division before the close of business (4:30 p.m.) on **July 11, 2011**.

WHERE TO APPLY

City and Borough of Juneau
Human Resources & Risk Mgmt. Division
155 South Seward
Juneau, Alaska 99801

OR Visit:

<http://www.juneau.org/personnel/instruct.php>
for instructions on how to submit an application
via email

www.juneau.org/human_resources

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER