Vernon Area Public Library

Job Description
Systems Administrator

Name:		**Department:**	Information Technology (IT)
Pay Grade:	D	**FLSA Code:**	Non-exempt
Reports To:	Manager of Information Technology (IT)	**Typical Schedule:**	Weekdays, some nights and weekends required
Last Updated By:	Donna Dunn	**Date:**	8/7/2017

Job Summary

The Systems Administrator is responsible for the day-to-day operation and maintenance of the library's Integrated Library System, and all hosted and subscription services.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Operates, monitors, and maintains
    - Integrated Library System (ILS) and related components
    - Telephone and voicemail systems
    - Hosted services and subscription databases
    - Building security systems
- Coordinates day-to-day operations and maintenance of the library's ILS and hosted systems
    - Works with library hardware and software vendors
    - Monitors vendor compliance with applicable contracts
    - Orders and procures equipment and supplies
    - Assists with the installation, configuration, and maintenance of hardware and software
    - Investigates and resolves problems with library systems and hosted services
    - Trains staff and patrons in the use of systems, peripherals, hardware, and software
    - Generates system reports, statistics, and other information, as needed
    - Prepares and maintains a procedure manual for routine functions of the position
    - Responds to help desk support inquiries

- Offers input for addressing inter- and intradepartmental issues related to IT
- Assists in evaluating and recommending new technologies
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends, issues, and best practices for library systems
- Develops and maintains technical skills applicable to the position
- Understands the mission of the library and uses technology to achieve the goals of that mission
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

☐	Some high school	☐	Bachelor's Degree
☐	High school diploma or GED	☐	Master's Degree/MLIS
☑	Associate's Degree	☐	Other:

Training, Skills, Knowledge, and/or Experience

Required

- Coursework in relevant fields of study, such as computer science, networking, programming, and/or telecommunications
- Extensive experience in the configuration, operation, and maintenance of Sirsi/Dynix Horizon ILS software and hosted systems
- Experience with the operation and maintenance of workstations, local area networks (LANs), and Internet technologies
- Technical proficiency with Microsoft Windows and Microsoft Office suite; and SQL
- Operational proficiency with iOS, Android, Chrome OS, and G-Suite
- Technical proficiency with Internet/cloud technologies
- Experience in training and demonstrating technologies to people with varying skillsets
- Ability to work remotely, as needed

- Access to reliable transportation
- Demonstrated ability to maintain privacy and confidentiality
- Excellent written and verbal communication skills
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Experience in administering Sirsi/Dynix Horizon ILS software
- Experience in public computing systems
- Successful employment experience in a public library

Physical Requirements

	Constantly (⅔ or more of the time)	Frequently (⅓ - ⅔ of the time)	Occasionally (⅓ or less of the time)
Sitting	☑	☐	☐
Standing	☐	☑	☐
Walking	☐	☑	☐
Bending/stretching	☐	☑	☐
Stooping/kneeling	☐	☐	☑
Pushing/pulling	☐	☐	☑
Reaching overhead (up to 75" high)	☐	☐	☑
Lifting/carrying/moving (up to 50 pounds)	☐	☑	☐
Reading/analyzing/interpreting data	☑	☐	☐
Viewing/working at a computer	☑	☐	☐
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	☐	☐	☑

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

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Employee Signature   Date