

EMPLOYMENT OPPORTUNITY

The Roseville Public Library (MI) is seeking qualified applicants for the following position in the Roseville Public Library:

POSITION: Systems Librarian – Full-time

JOB DUTIES: Assists staff and patrons in the use of personal computer equipment and software and technology related to the library. Assists with decisions regarding the future technological needs of the library. Installs computer hardware (monitors, processors, keyboards, mice) and software as needed. Maintains an inventory of hardware, software and peripherals. Schedules and performs backups of staff computers. Evaluates problem equipment and coordinates repair and replacement with vendors. Reports technology problems or needs to the Director. Provides information and research services at the library's Information Desk and service points. Assists patrons in effectively using bibliographic and subject databases. Participates in collection development activities including the evaluation, selection and weeding of Library materials. Plans and implements instructional programs on basic computer use and downloading digital material primarily for adults. Applies accepted national and local standards of cataloging. Encourages and stimulates public interest in the Library collections and services. Assists with grant writing and other fund raising efforts. Participates in staff meetings and training sessions.

HOURS: 37 ½ hours per week – includes evenings and Saturdays (the library is currently closed on Saturdays but may reopen Saturdays in the future).

JOB REQUIREMENTS: Master's Degree in Library Science from an ALA accredited college or university. Transcripts and certificate from the Library of Michigan will be required upon request. Enthusiasm for public service required. Three years proven experience working with technology in libraries is required. Experience working with the public in a public library is required. Strong knowledge and skill in using personal computers, social media, portable devices such as laptops and tablets, using the Internet and PC applications (e.g., Microsoft Office, email) is required. Knowledge of HTML code, Expression Web and Adobe Photoshop, or similar, in conjunction with designing, creating and maintaining the library's website is required. Ability to communicate clearly and concisely with technology vendors is required. Ability to install software and basic

set up of a personal computer is required. Knowledge of Windows 10 Operating System, the iBoss Web Filtering Appliance, SirsiDynix Symphony ILS and Envisionware PC Reservation and Printing System is preferred. See the job description for a more information.

SALARY: \$50,014 per year plus health, optical, dental and life insurance; paid vacation, personal, holiday and funeral leave.

TO APPLY: Send RESUME, COVER LETTER AND OFFICIAL CITY OF ROSEVILLE EMPLOYMENT APPLICATION (available in the City Manager's office or on the City's website) by November 18, 2016 to:

City of Roseville
Human Resources Department
29777 Gratiot
Roseville, MI 48066
www.roseville-mi.gov
Or via email: vgreen@roseville-mi.gov
Or via fax: 586-445-5402

OFFICAL COLLEGE TRANSCRIPTS REQUIRED UPON HIRE.

THE CITY DOES NOT DISCRIMINATE.

CITY OF ROSEVILLE
JOB DESCRIPTION

JOB TITLE: Systems Librarian

REPORTS TO: Library Director

SUMMARY

Under the direct supervision of the Library Director, the individual in this position will coordinate the daily operation of the Library's automated systems, workstations and other technology, working with the assistance of the Suburban Library Cooperative and outside vendors. They should have considerable knowledge of personal computers, Microsoft Office, the Internet, social media and web design. They must also have knowledge of books, authors and media and the enthusiasm to share the same with patrons and staff. The individual must have solid reference skills and enjoy working with the public. The individual must feel comfortable using laptops, eReaders, tablets and other handheld devices and be able to instruct patrons on how to download digital content. The position includes evening and Saturday hours.

PRINCIPLE DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA).*

- Assists staff and patrons in the use of personal computer equipment and software and technology related to the library.*
- Assists with decisions regarding the future technological needs of the library.
- Installs computer hardware (monitors, processors, keyboards, mice) and software as needed.
- Maintains an inventory of hardware, software and peripherals.*
- Schedules and performs backups of staff computers.*
- Evaluates problem equipment and coordinates repair and replacement with vendors.
- Reports technology problems or needs to the Director.
- Provides information and research services at the library's Information Desk and service points. Assists patrons in effectively using bibliographic and subject databases.*
- Participates in collection development activities including the evaluation, selection and weeding of Library materials.*
- Plans and implements instructional programs on basic computer use and downloading digital material primarily for adults.*
- Applies accepted national and local standards of cataloging.*
- Encourages and stimulates public interest in the Library collections and services.*
- Assists with grant writing and other fund raising efforts.*
- Participates in staff meetings and training sessions.*
- Ability to work independently.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The job requires moderate physical exertion characterized by activities such as walking, sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring coordination or dexterity.
- The job also requires the physical strength and dexterity to handle materials and boxes up to 25 pounds in weight, transport materials carts weighing 200 pounds, bend and lift arms over head, walk, sit, climb, balance, stoop, kneel and crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Candidates for this position must have the ability to work effectively under stressful conditions in a fast-paced environment.

Reasonable accommodations may be made to enable individuals to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.

QUALIFICATIONS

Education: A Masters Degree in Library/Information Science from an ALA accredited school.

Experience: Three years proven experience working with technology in libraries is required. Experience working with the public in a public library is required. Strong oral and written communication skills are necessary.

Other Knowledge, Skills and Abilities: Strong knowledge and skill in using personal computers, social media, portable devices such as laptops and tablets, using the Internet and PC applications (e.g., Microsoft Office, email) is required. Knowledge of HTML code, Expression Web and Adobe Photoshop, or similar, in conjunction with designing, creating and maintaining the library's website is required. Ability to communicate clearly and concisely with technology vendors is required. Ability to install software and basic set up of a personal computer is required. Knowledge of Windows 10 Operating System, the iBoss Web Filtering Appliance, SirsiDynix Symphony ILS and Envisionware PC Reservation and Printing System is preferred.

The qualifications listed above are guidelines for selection purposes. Alternative qualifications may be substituted to perform the duties of the job.