

University of Houston – Clear Lake

Position Description

Job Title: **Systems Librarian**

Job Code: **2505**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	MLS from ALA accredited program, including coursework in library automation.	Additional coursework/training in Computer Technology, Networking, programming.
Experience	Four years library experience, two of which must include automation activities.	Networking, Windows, library automation systems, etc.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Principal liaison with the University Computing Center, UH Main Campus Library and any other organization directly or indirectly involved in the operation of the shared library automation system (currently Innovative Interfaces); coordinates all phases of the library's needs related to the library's automation activities; oversees the library servers, public workstations, laptops and staff PC's; troubleshoots PC problems; provides day-to-day technical support services to library staff; trains and assists library personnel in automation related activities; maintains an understanding of developments and changes in library applications and the impact on library automation.

Duties and responsibilities	% Time
Provides PC technical support services, diagnostic assistance and troubleshoots library hardware/software problems	30
Assumes responsibility for hardware and software installations necessary to maintain and expand the staff and public workstations, library servers, etc.	20
Works in conjunction with Electronic Resources Librarian and Web Content Librarian to resolve database subscription connectivity problems, webpage content issues, and remote network access questions. Maintains and updates library web pages in conjunction with Web Committee. Researches and recommends new library related PC/system applications. Assists and/or trains library staff in PC/system applications	20
Masters integrated library system with respect to the Neumann Library's needs; monitors all updates and new releases	15
Investigates, recommends and trains staff on applications of library's integrated system (e.g. statistic extraction, reporting) to improve efficiency. Varied duties such as Gift Books, EOCR Record Loads, Patron Record Loads, Inventory Control, McNaughton Collection Representative; Resource selection/liason participation, Fiscal Year Closeout of Millennium Acquisitions Records; DuPage Teleconference Site Coordinator, etc.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.