RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Library Systems Coordinator

BASIC FUNCTION: Under the supervision of the area Administrative Manager, manages and enhances the Riverside Community College District Library's public access information technologies, including networked CD-ROM information services, remote and locally mounted index and full text services, and other technology-based information resources.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1.   Provides Windows NT and INNOPAC systems administration, networked and stand-alone database applications programming, hardware and software acquisition, and end-user technical support for networked and stand-alone computer systems (e.g., specialized databases, CD-ROM applications and Internet), OCLC cataloging and interlibrary loan system, and library administrative systems.
2.   "Troubleshoot" – being responsible for diagnosing and fixing software and hardware problems on a continual basis at three library locations.
3.   Provides technical training in the use of electronic resources, including Internet, CD-ROM applications, microcomputer applications, and specialized databases to faculty and staff members.
4.   Assists the Library Department Chair in developing a library technology plan that identifies long-range needs.
5.   Oversees design, development, testing and maintenance of databases and required software components for assigned projects, and ensures development tasks are adequately specified and proceeding according to plan.
6.   Manages the creation, maintenance and revision of the library's website.
7.   Develops and maintains an effective, collaborative working relationship with District Information Services to ensure effective interaction and interfaces between library systems and campus computerized operations; maintains accurate records of IP addressing for the automated library system and all related computers.
8.   Manages and plans for the library's systems and connections to the campus network and the Internet; serves as resource for and participates in computerized development projects.
9.   Maintains the library's CD-ROM applications, making sure the CD-ROMs are operating functionally throughout the three campuses.
10.   Controls all technology based inventories for the three campus libraries--guaranteeing adequate supplies of technology related materials (paper, ink cartridges, etc.) are maintained; creates supply orders as necessary.
11.   Keeps abreast of new technologies, suggesting changes that need to be made in order to keep the library's technological base up-to-date.
12.   Maintains awareness of California Community College system-wide issues regarding computerized management and information resource systems, and contributes to identification and resolution of those issues which have implications for library information systems and technologies.

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13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution in a related field is required. A bachelor's degree from an accredited institution in computer science is desired.

EXPERIENCE: Three years of directly related experience in library systems and information technologies is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF AND EXPERIENCE: With telecommunications issues, networking (LANs), emerging information retrieval technology (CD-ROMs, Internet/Web technology), microcomputer applications, and operating systems.

ABILITY TO: Keep up with developments in PC and workstation hardware and software, new Web technologies, and new networking technologies; demonstrate interest in working with a diverse faculty, staff, students, and vendors; demonstrate understanding of the internal workings of hardware and software involved in complex computer systems.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, faculty, students, and the general public.

WORKING CONDITIONS: Normal library/office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.