<u>Position Opening</u>
Library Systems Administrator

January 30th, 2018

Description:

The Milwaukee County Federated Library System (MCFLS) seeks a talented and energetic Library Systems Administrator with a proven record of expertise to oversee the operation and management of the MCFLS Innovative Sierra integrated library system and Encore discovery layer. MCFLS provides cooperative services such as automation, delivery, and resource library services to 15 member public libraries (28 locations) which serve a population of nearly 960,000 in Milwaukee County (Wisconsin).

Responsibilities:

- Administering and maintaining the current integrated library system
- Troubleshooting functionality issues and interpreting/resolving user problems
- Recommending and implementing software and hardware solutions that are compatible with and complementary to the current integrated library system
- Investigating, evaluating, recommending and implementing system upgrades and new functionality
- Coordinating training activities related to the current integrated library system
- Training staff on selected functionality of the current integrated library system
- Customizing and maintaining the Sierra Encore, WebPac and related applications, including the Web Access Management proxy server
- Administering and maintaining third party solutions such as Boopsie (mobile catalog) and Shoutbomb (text notification service)
- Advising staff and member libraries of current trends in library technology
- Serving as MCFLS' primary liaison to Innovative Interfaces and resolving support tickets
- Coordinating library systems unit activities
- Providing administrative consultation to the MCFLS Director and MCFLS Board of Trustees
- Assisting with contract negotiation, plan/document development, and grants
- Participating and providing leadership in statewide organizations and projects such as the Wisconsin Library Association (WLA) and other groups
- Administering, maintaining and upgrading the MCFLS website
- Administering and maintaining the MCFLS dashboard and MySQL installation
- Assisting member libraries in the extraction of data and statistics from the integrated library system
- Overseeing the development and maintenance of the MCFLS bibliographic database by serving as liaison to the cataloging services vendor (Milwaukee Public Library)
- Keeping current with technology trends and activities of Innovative Interfaces and its users group
- Performing related duties as required

Qualifications:

- ALA- accredited Master's degree in Library and Information Studies with relevant professional experience. Additional desired qualifications include: demonstrated experience administering an integrated library system in a multi-jurisdictional library automation setting.
- Knowledge of current technology trends in bibliographic systems, bibliographic record structures and metadata systems, such as MARC and RDA.
- Demonstrated knowledge of basic networking concepts and structures including TCP/IP and standard protocols.
- Knowledge of basic web server technology and organization along with the demonstrated experience in evaluating, creating and editing HTML pages and style sheets, particularly as applies to Sierra WebPac development.
- Demonstrated experience in planning and implementing projects, including the ability to respond to deadlines and achieve goals.
- Excellent interpersonal, oral and written communication skills, including demonstrated ability to communicate complex technical problems concisely and professionally to technical and non-technical staff.

Preferred Qualifications:

- Experience and expertise with the Innovative Sierra software.
- Knowledge and demonstrated experience with PostgreSQL and MySQL.
- Working knowledge of programming languages such as Ruby and JavaScript.

Compensation:

Minimum salary $64,194, commensurate with experience. Excellent benefits package includes: health, dental, life, and vision insurance; state pension program; 12 paid holidays, etc.

Deadline:

To apply for this position, send a cover letter (including e-mail address) and resume with the names of three references **via email only** to MCFLS Business Manager Judy Kaniasty at judy.kaniasty@mcfls.org.   An informational packet will be sent to you via email with an application form and further instructions.

Preference will be given to applications received by Friday, March 2nd, 2018.

The Milwaukee County Federated Library System reserves the right to determine which candidates will be invited to participate in the selection process.

The position will remain open until a qualified candidate is found.

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