

February 4, 2019

Position Available: Coordinator of Automation – Full Time

40 hours per week, includes evenings and weekends; flexible scheduling is mandatory for this position.

Salary range: Begins at $50,421; commensurate with experience

Fringe Benefits:                       Benefits include employer provided health, life and long-term disability insurance, 401(a) Defined Contribution Pension, plus paid vacation, holidays, personal business days, sick time.

Please include your cover letter, resume and completed application. Application is available at <http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf> to:

                                                      Elyse Streit, Director

Farmington Community Library

      32737 West Twelve Mile Road

Farmington Hills, MI 48334

 Or to:

 Elyse.Streit@farmlib.org

Deadline for applications is Friday, February 22, 2019 by 5:00 pm.

Interviews will be held on March 6, 2019 at the Main Library, 32737 West Twelve Mile Road, Farmington Hills, MI 48334.

**Job Summary:**

Working under the day-to-day supervision of the Coordinator of Technology, employee is responsible for the implementation and maintenance of the Library’s Polaris Integrated Library System and conveyor system, among other technologies.

**Essential Duties include, but are not limited to**:

* Troubleshooting ILS hardware and software problems
* Administer and configure Polaris ILS
* Administer Envisionware security system and Self Checkout Stations
* Maintain the software for the TechLogic Automated Materials Handling System
* Maintain patron notifications, via print/email/text/telephony systems
* Resolve issues with Remote Patron Authentication via Polaris
* Oversee the serials module
* Load and delete bibliographic records for print, audio, visual and electronic materials
* Provide technical support for OCLC, electronic ordering, INN-Reach, Unique (materials recovery system), MeLCat
* Prepare reports on Library collections, both regularly scheduled and as needed
* Conduct year end processing; produces necessary data for State Aid report annually
* Provide quick and accurate reference service to all ages, using print and electronic resources
* Assist patrons and staff in learning to use the ILS; provide technical assistance as needed
* May serve as the person in charge of the building when assigned; be knowledgeable about and make decisions in line with the Library’s policies and procedures
* Serve on applicable working committees, internally and externally
* May serve as backup to IT specialists, train backup staff for Automation tasks
* Other duties as assigned

**Minimum Qualifications:**

* 1 year experience working with library systems
* Ability to research and solve new problems
* Ability to communicate effectively; accuracy in keyboarding, spelling, grammar
* Good interpersonal skills, including the ability to work well with a variety of personalities and technological understanding
* Demonstrated ability to work in an organized, methodical, cooperative fashion
* Ability to understand and interpret policies and procedures, including the Library’s Public Service Values
* Ability to work independently, making decisions within the authority ascribed to this position, seeking advice when necessary
* Demonstrated computer knowledge necessary to perform technical-support tasks
* Commitment to good customer service and professional development

**Preferred Qualifications/Experience:**

* Master’s Degree in Library Science from an ALA accredited institution, desirable but not required
* System administration experience
* Polaris/Innovative familiarity
* HTML, SQL experience

**Physical Activity Requirements:**

*Degree of physical demands (strength) usually associated with the essential functions of the job*

* The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
* The ability to sit, stand and walk for long periods
* The ability to bend, reach, crouch or stoop
* Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position