



**DATE ISSUED:** 06/09  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Library Systems

### **JOB SUMMARY**

Performs responsible leadership and administers and supports daily operational requirements of the Libraries' information computer network system including hardware and software, online library system (ExLibris' Voyager), and web based technologies. Duties typically involve overseeing the installation of hardware, software, system upgrades, network security, web page design, interface and updates, planning and implementing a long-range automation plan, creating period reports, providing system documentation. Work is performed under administrative direction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system in accordance with the University Policies & Procedures and is based on the accomplishment of defined objective and the effectiveness of the assigned library functions.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Libraries

*Supervises:* System Engineer, Web Librarian

### **PRIMARY DUTIES - May include, but not limited to the following:**

Serves as a member of the Libraries Administrative Team with responsibility for the Libraries' technology based services.

Administers and provides technical and operational support for activities related to Integrated Library Management System (currently Voyager, provided by ExLibris), including modules for acquisitions, circulation, cataloging, report writing (MS Access), and the OPAC (WebVoyage); the Libraries' web pages; and managing library hardware and software.

Contributes to the planning, development and implementation of new functionality in the areas that are technology based.

Develops and administers a comprehensive technology plan that is integrated with the Library's strategic plan.

Oversees security of library systems.

Stays abreast of emerging technologies, and collaborates with the library staff, faculty, and IT to develop and implement new technology projects.

Designs and implements processes to facilitate the import and export of data from, as examples, existing Integrated Library Systems (ILS).

Trains staff to assist patrons with information technology and provides instruction on computers and applications.

Serves as liaison with the University's IT department.

Supervises staff responsible for library technology and web pages.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Represents the Library in professional organizations.

Performs other duties as requested.

### **EDUCATION**

Master's degree required in relevant field; ALA accredited MLS, MIS, or MBA.

### **EXPERIENCE**

Three years work related experience in a medium to large library environment. Demonstrated knowledge of information technology standards, protocols, issues, and trends. Demonstrated project management skills. Formal training/expertise in Integrated Library Systems (ILS) or Library Management Systems (LMS); knowledge of web design and tools for web editing, experience with Web 2.0 technologies, print management software and a broad knowledge of emerging technologies. Experience in a culturally diverse environment preferred. Desire to explore and implement new technologies. Previous experience in an academic library.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to implement and support enterprise applications.

Working knowledge of software applications needed to manage the Ex Libris Voyager environment, such as UNIX command structure and system administration utilities, Oracle SQL, SFTP.

Ability to demonstrate proficiency with Microsoft Office Access.

Understanding ability of library standards (MARC, Dublin Core, Z39.50).

Ability to manage multiple projects and assignments concurrently and effectively.

Strong analytical, troubleshooting, and problem solving skills.

Ability to train, provide customer support, and/or writing technical documentation.

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the library.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to work successfully with external vendor support and documentation.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by telephone, by e-mail, in person, and in writing.

Ability to work a flexible schedule, including some nights, weekends, and holidays.

Ability to use a personal computer and other office equipment.

### ***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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***