Description Number	032.193
Position Title	Library Technology Coordinator
Salary Grade	19
FLSA Classification	Exempt
Reports to	IT Manager
Revision Date	06/01/2018

Position Summary

The Library Technology Coordinator works closely with public services staff to assess and enhance existing technology systems and services, and to discover and deploy new technology.   Responsible for coordinating and supporting a wide range of technologies to provide innovative services for library staff and customers.

Reports to and collaborates with the IT Manager in managing and overseeing all aspects of technology projects, including planning, design, testing, and implementation. Facilitates goal setting and develops work breakdown structures, schedules and task assignments. Oversees project execution, measures performance against goals and reports project status management.

The Library Technology Coordinator assists the IT Manager in developing, documenting and implementing SCCCLD Information Technology policies, practices and procedures to support the organization's operational needs and strategic initiatives.

Essential Functions

1. Research trends and identify opportunities, recommend and procure technology products and services to enrich the library customer experience.
2. Work as a liaison between the public services and IT staffs in providing technology support for library customers and staff.
3. Establish working relationships with managers and staff to determine needs, define and resolve issues, and assist IT Manager in developing system enhancement plans.
4. Serve as project manager for major IT projects. Work closely with the Purchasing and Building Project Manager in co-managing building projects with technology components.
5. Communicate effectively across the organization, conveying technology initiatives and project goals.
6. Assist the IT Manager in budget development, vendor relations, procurement and cost controls.

Duties

1. Monitor trends and research new technologies; stay up to date on library and technology literature.
2. Build and maintain professional relationships with other public libraries and related organizations for the purpose of discovering and sharing best practices.
3. Provide guidance and expert assistance to staff and customers in the use of technology.
4. Assist in maintaining and enhancing the library website and intranet as needed.
5. Manage assigned projects to completion.
6. Create and update user documentation for library technology procedures and equipment.
7. Communicate changes, develop materials, and collaborate with the Staff Learning Coordinator on training methods.

Skills

1. Knowledge of library technology.
2. Excellent communication, time management, and organization skills.
3. Able to communicate about technical issues in non-technical terms.
4. Technically adept, advanced PC user with skills in Microsoft Windows, Office, Google G Suite, and other common applications.
5. Versatile learner who explores innovative solutions and embraces change.
6. Use logic and analysis to identify and solve difficult problems.
7. Ability to complete routine work independently, seeking advice on more complex issues.

Essential Physical Abilities
Accomplished with or without reasonable accommodation

1. Ability to sit for long periods.
2. Sufficient clarity of speech and hearing to communicate well with staff and customers.
3. Sufficient vision to review a wide variety of documents, reports, and other materials in both electronic and paper copy.
4. Sufficient personal mobility to attend meetings or work at various locations within the District.

Education and experience

1. Bachelor's degree required.
2. 3 years professional experience, preferably in broad areas of information technology in a library setting.
3. Master's in Library Science from an ALA accredited program is preferred.

The job description is not intended to be all-inclusive.   Employee may perform other related duties as required to meet the ongoing needs of the Library.