ADAMS COUNTY PUBLIC LIBRARY

<u>**SECTION 2.831 – INFORMATION TECHNOLOGY SPECIALIST**</u> (adopted 11/21/2011)

The information technology specialist is responsible for managing the implementation, maintenance, and evaluation of all technology and computer-based activities for the library system, including but not limited to the on-line circulation and catalog system, local area networks, microcomputers, software, electronic resources, Internet, and e-mail.

Qualifications/Demonstrated Knowledge, Skills and Abilities:
- Experience with computers and library technology with some training desirable.
- Ability to translate the language of information technology to non-expert users.
- Ability to communicate effectively and concisely, orally and in writing.
- Demonstrated behaviors that match the library's core values:
  > Positive approach, dependable, team-oriented, professional, leadership.
- Ability to handle the pressures of timelines and technology problems with patience and perseverance without sacrificing attention to detail and accuracy.
- Self-motivated and ability to work independently.
- Ability to prioritize duties and complete responsibilities in a timely manner.
- Capacity to move under furniture and through close spaces to service equipment.
- Adequate strength to arrange furniture, move equipment and organize materials.
- Have or obtain valid driver's license and have reliable transportation available.

Responsibilities/Duties
- Coordinates the planning and implementation of all electronic services for the library district, including the development of a technology plan.
- Manages the installation, inventory, maintenance, troubleshooting and replacement of hardware and software.
- Prepares and implements technology grants such as E-rate and LSTA.
- Recommends purchase of electronic hardware, software, repair and maintenance services as well as electronic information resources.
- Oversees technology vendor relationships and invoice approvals.
- Coordinates development of a district manual of technology policies and procedures.
- Coordinates technology training for staff and library users.
- Collects data, prepares reports, and recommends budget requests for technology.
- May act as library liaison with agencies and organizations such as SEO and OPLIN.
- Keeps informed of current trends and issues in library technology.
- Performs other duties as assigned by the executive director.

Supervision exercised: None
Supervision received: Executive Director
Schedule of hours: As assigned and may include evening and weekend hours or short notice response to emergency situations.
Job classification: Associate; salaried; nonexempt

The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.