

## KENT COUNTY POSITION DESCRIPTION

Department of Community Services  
*Division of Libraries*  
Classified, GRADE 9  
35-Hour Week

### **LIBRARY SYSTEMS ADMINISTRATOR**

**GENERAL STATE OF DUTIES:** Assists in the administration and operation of computerized library systems.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent under the supervision of the County Librarian uses technical library science and administrative knowledge to direct the overall operations of the library systems including the maintenance and interpretation of statistical data, scheduling, and maintenance of Internet access and public computer usage.

**ADA REQUIREMENTS:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**EXAMPLES OF WORK:** (Illustrative Only)

Assist patrons and troubleshoot problems with computers and Internet;  
Assist in coordination of community outreach programs;  
Recommend books and A-V materials for library and bookmobile;  
Prepare monthly statistics for the public computer usage;  
Prepare statistical reports for bookmobile, delivery service, and library usage;  
Schedule bookmobile stops and staff coverage;  
Catalog and processes library materials as directed;  
Keep current on latest library automated technology;  
Conduct periodic maintenance on library computer system;  
Respond to questions from patrons concerning Internet connectivity;  
Supervise library staff in absence of Associate Librarian.

**REQUIRED KNOWLEDGE, SKILL , AND ABILITY:** Comprehensive knowledge of library procedures, practices, and services with two years experience in library or similar work activity; thorough knowledge of library technology and automation; ability to communicate effectively, both orally and in writing; good judgment; working knowledge of personal computers and pertinent library applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four-year college or university in library science (MLS desired) or graduation from high school or G.E.D. and five years experience in a library environment; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicles operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigations. Direct deposit of pay required.

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Employee Acknowledgment

Eff. 07/01/00  
Rev. 07/01/06