SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

LIBRARY AUTOMATION SYSTEM AND DIGITAL RESOURCE TECHNICIAN

SALARY SCHEDULE: SSP12

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:
(1) High School Diploma or equivalent.
(2) Minimum of five (5) years recent experience installing/managing software and operating systems in compliance with district specifications [Windows Server 2000-2003] and working with Mandarin library automation system.
(3) Experience training personnel in the use of computers and software.
(4) Demonstrable working knowledge of Outlook, SharePoint, and Microsoft Office.

KNOWLEDGE, SKILLS AND ABILITIES:
Demonstrate computer proficiency. Ability to demonstrate familiarity with local area networks and automated cataloging systems. Ability to analyze, interpret and modify computer applications to meet requirements. Ability to use a variety of electronic sources. Ability to demonstrate knowledge of media-related computer technology. Ability to work alone or as part of a team. Ability to prioritize job responsibilities, remain flexible, and handle multiple tasks in stressful situations. Good time management, organization and people skills. Good oral and written communication skills. [Flexibility. Ability to prioritize. Organizational skills.] Ability to effectively interface with supervisor, coworkers, Information Services personnel, vendors and all other department employees and school/district personnel.

REPORTS TO: Cost Center Head or designee, [Supervisor, Media/Instructional Materials]

JOB GOAL

To assist with the hardware / software support and maintenance necessary for school and department computer circulation / catalog inventory systems to perform effectively.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:
*(1) Provide hardware installation/support necessary to maintain computer equipment and peripherals used in Media, Instructional Materials and school media centers and departments, including the library automation system and electronic reference tools.
*(2) Provide library automation system program and SharePoint resources in-service training to school and department personnel as needed and train school personnel in inventory procedures as requested.
*(3) Install all library automation system software and other related software programs; such as, operating systems (Windows and others), Mandarin, anti-virus, back-up and security software.
*(4) Provide timely troubleshooting solutions for network and other software problems as they occur.
*(5) Collaborate with Information Services personnel in coordinating installation of required network cabling, racks, hubs and patch cables for LANs in school media centers.
*(6) Maintain current library automation system hardware/software pricing information for dissemination as requested.
*(7) Maintain inventory of back-up equipment for checkout to schools and install as necessary to keep schools operational.
*(8) Install computer hardware/software purchased for MIM as needed.
*(9) Provide routine preventive maintenance on MIM and school-based media computers.

Library Automation System Technician (Continued)

*(10) Support implementation of digital resources and tools through regular monitoring and updates.
*(11) Support implementation of digital learning programs/environments aligned with district initiatives as requested.
*(12) Maintain department district website updates.
*(13) Carry out assignments to completion with little or no supervision.
*(14) Maintain a courteous and professional manner.
*(15) Maintain work area in a safe and secure manner.
*(16) Use positive, effective interpersonal communication skills.
*(17) Adhere to high standards of punctuality, regular attendance and appropriate dress.
*(18) Participate in workshops and training to update skills.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Respond to inquiries or concerns in a timely manner.
*(21) Prepare all required reports and maintain all appropriate records.
*(22) Follow all School Board policies and department policies and procedures.
*(23) Exhibit interpersonal skills to work as an effective team member.
*(24) Demonstrate support for the School District and its goals and priorities.
*(25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities