

CLASSIFICATION ADDENDUM

Job Title: Library Technical Specialist

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Library Technician Specialist provides technical and administrative support expertise for Library automation systems for the City, and other member libraries sharing the system. Provides lead direction in the administration of the automated system in the City Library, to include: setup and maintenance, training, backups, system upgrades, reporting, troubleshooting, and help desk inquiries; conducts training for Library staff in the use of computers and software; offers training to library patrons and library staff in other municipalities; modifies software for library staff within application function parameters; provides routine assistance as needed; serves as a liaison between the Library and Information Technology Department, and the libraries and software vendors; establishes, maintains, and modifies the Springfield Library web page; gathers, stores, and analyzes data; designs signs, forms, and graphics; compiles statistics; generates reports; participates in long range planning with the Director in the areas of technology and automation; coordinates the selection and purchase of equipment; performs minor repairs on audio and visual equipment; communicates with managers and staff in other libraries to provide technical assistance and training in regard to their automated systems. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of computer science, computer technology with sufficient related work experience typically in complex technical support for a library or similar public service organization.

Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.

Knowledge:

- Library content, arrangement, practices, and public service policy;
- Training methods and techniques;
- Operation and design of integrated library systems;
- Upgrade, backup, and troubleshooting of UNIX Server;
- SIRSI ILS modules and functions;
- HTML and web page design.

Skills: *(Demonstrated skill in performing the following)*

- Setting up, maintaining, and troubleshooting personal computers and networks in a wide variety of configurations;

Essential Characteristics and Duties Addendum
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| <ul style="list-style-type: none">• Working effectively with library staff to set up work flows within the Sirsi system;• Teaching and demonstrating the usage and operation of hardware, software, and the Internet to staff and patrons; |
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

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