



LIBRARIAN II -- Systems & Technology
(40 hrs/week; \$20.68--\$29.28 per hour)

The Dover Public Library (Dover NH) is accepting applications for an exciting opportunity to work as our “Systems and Technology Librarian”. We are seeking an innovative, enthusiastic, results-oriented professional with a background in both automation and technical services to provide vision, leadership and expertise related to library technology. This person will oversee all aspects of the library's current automation system (SirsiDynix Horizon), and lead developments to enhance the library’s web-related activities. The successful candidate will be able to identify, evaluate, implement, and teach the use of new technologies which facilitate information access and community-driven services. This person will also supervise the library's Technical Services Dept. and participate on a rotating basis at public service desks. This staff member is part of the Library's administrative team and reports to the Library Director.

Dover is the fastest growing city in New Hampshire and its 5th largest with a population ca. 30,000. Just 10 miles from the NH seacoast, Dover is about one hour away from Manchester NH, Portland ME and Boston MA. The library circulates 296,000 items annually and its budget is just over \$1 million. Over 90% of Dover residents have library cards. The library’s public computers see a combined use of about 76 hours per day, our website averages 5300 hits per day and we currently have 495 Facebook fans and 340 Twitter followers.

Responsibilities

Serve as the Systems/Technology Coordinator:

- Manage, plan and administer all aspects of the library's ILS, providing technical expertise, support and training for the successful operation and development of all automated modules.
- Plan and execute all system hardware and software upgrades, purchases, and replacements, and participate in the selection and installation of any new ILS system.
- Lead the library in exploring, evaluating, and adopting emergent technology products and solutions which can improve customers’ experience, and/or optimize use of library resources.
- Redesign, expand and maintain the library’s website and content management systems.
- Manage and support the library's population of desktop, handheld computing devices and related technologies, including all staff and public computers.

Other Duties:

- Supervise the library's Technical Services Office workflow (Acquisitions & Cataloging).
- Run regular reports and create customized reports from data in the library system using SQL.
- Maintain the integrity of the library's databases (online catalog and patron database), revising cataloging and circulation procedures as necessary for optimal use of the ILS.
- Train staff and patrons in the use of new technologies that facilitate library use and information access.
- Liaise with the City's IT Department and serve as library representative on the City's IT Committee.
- Lead and collaborate with five Dovernet public school libraries in troubleshooting ILS issues.
- Track and supervise the Acquisitions budget.
- Work regular assigned shifts at public service desks, mainly adult circulation.
- Perform other duties as required.

Knowledge, Skills and Ability Requirements

- Demonstrated experience managing an integrated library system.
- Experience working in a public library service setting.
- Broad knowledge of technical services (including AACRII and MARC tagging).
- Ability to develop, configure, and run reports using SQL.
- Ability to test, install, and evaluate hardware and software.
- Experience working with, and supporting, various types of clients with all ranges of technical expertise.
- Experience with Microsoft Office applications.
- Excellent communication and interpersonal skills, both written and oral.
- Demonstrated ability to think critically, analyze problems, and develop and implement creative solutions.
- Evidence of a high degree of initiative and versatility, a customer-service focus, and a desire to master new technologies.
- Working knowledge of HTML, XML, PHP/MySQL and Java Script. C, C+, C++ programming helpful.
- Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully.

Education Requirements:

Master's Degree in Library or Information Science from an American Library Association (ALA) accredited college or university; minimum of 3-5 years professional library experience with a concentration in technology required. Experience with ILS administration critical. Interest/experience with open source library software desirable.

If you are committed to collaboration and wish to join a library that believes in continual improvement and exemplary customer service, your next job may be at the Dover Public Library. To see the complete job description and download the job application, go to: <http://www.dover.nh.gov/employment.htm>. Responses received by June 30, 2011 will receive priority consideration; open until filled.