Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell Street, Norristown, PA 19401-3817 π Telephone (610) 278-5100 π Telefacsimile (610) 277-0344

Automation & Technology Coordinator

The Montgomery County-Norristown Public Library seeks a flexible and reliable employee to oversee day-to-day operation of the Integrated Library Automation System (ILS), staff and public access computers, and a variety of equipment including regular system maintenance, software updates and back-ups on all public and staff workstations. This position is responsible for 120 desktop PCs and 7 laptops comprising the automation system for MC-NPL's 5 locations and 4 Bookmobiles. As the MCLINC Automation Coordinator (MAC), this position serves as primary contact between the Consortium System Administrator and MC-NPL staff.

This is a full time position that includes some evening and weekend hours. The work location includes any and all of MC-NPL's 5 locations.

Main Responsibilities include, but not limited to:
- ❖ Lead and train library staff in use of technology.
- ❖ Install and integrate hardware & software, evaluate new equipment as needed.
- ❖ Respond to service requests in a timely and professional manner.
- ❖ Responsible for routine maintenance, and update of Bookmobile laptops.
- ❖ Create, generate and distribute statistics for weekly/monthly/annual reports, collection projects and grant applications, etc.
- ❖ Mandatory attendance at all MCLINC MAC Meetings.

Main Qualifications include, but not limited to:
- ❖ Minimum of Bachelor's Degree in Computer Science or related area with prior experience in library automated systems. An equivalent combination of education and library experience will also be considered. A Master's degree in Library and Information Science from an ALA accredited program preferred.
- ❖ Demonstrated experience with automation systems, including installation, implementation, upgrades and problem solving.
- ❖ Familiarity with one or more of the following is desirable: the Polaris system, Windows & other Operating Systems, Microsoft Office, Simply Reports, Wireless Aircards.
- ❖ Excellent communication skills, ability to deal effectively with people lacking technical skills.
- ❖ Maintain valid driver's license and have registered and insured vehicle to travel between branches in Montgomery County.

EOE. If interested, send a resume and a completed employment application to karnold-yerger@mclinc.org. To download the MC-NPL employment application visit http://mnl.mclinc.org/employment.