

LIBRARY SOFTWARE AND MEDIA SPECIALIST

Code No. 4-18-489
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized position in a school district responsible for providing technical design support for digital library systems by utilizing information management technology as well as library standards and protocols. Work involves cataloging and organizing digital content within universal media science standards and ensuring the system functions at its maximum capacity. The employee reports directly to and works under the general supervision of an administrative level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides technical and design support for digital library systems and related projects;

Assists with the development of digital content management systems;

Develops and implements a curriculum search module based on New York State learning standards;

Assists users in the routine use of, training, analyzing and problem solving related to library automation software;

Provides training, report writing, release testing, software upgrades and documentation related to library applications;

Assists in establishing cataloging priorities and identifies functional requirements for digital projects;

Assists staff with cataloging standards, classification, database maintenance, record importing and workflow issues;

Recommends selection of search tools and data design for digital initiatives such as digital video streaming;

Integrates changes to national metadata standards and schemas, interpreting and adapting schemas for digital resources and other local purposes;

Leads projects involving the organization and retrieval of information such as media storage and delivery systems;

Maintains an up-to-date knowledge of national and local developments regarding digital library systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of automated library software and digital content management systems; good knowledge of information management, library standards and protocols; good knowledge of content organization and management of digital library collections; good knowledge of metadata schemas and standards used to manage and describe digital collections; good knowledge of cataloging, indexing and thesauri building; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; good judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree and one (1) year of paid full time or its part time equivalent experience involving library systems software and cataloging; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 9, 2006