

## LIBRARY AUTOMATION MANAGER

Code No. 4-18-348

### COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for planning, implementing and managing the library automation system for a school district. The Manager researches, selects, installs and troubleshoots hardware and software in order to establish an effective user oriented school library automation system. Work further involves serving as consultant to other school districts to assist in library automation implementation. The employee reports directly to and works under general supervision of the Director of School Library Systems. Supervision is not a responsibility of this class. 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.)

Plans, implements and manages the school library automation system for the end user;

Installs and upgrades library automation software;

Installs peripheral hardware devices;

Analyzes and resolves library automation software problems and refers hardware problems;

Customizes library automation software for the end users as related to conversion tables, report generator, sort formulas, database definitions, etc.;

Administers the systems's local area networks;

Plans, implements and maintains database, communication interface and inquiry programs of the system;

Acts as consultant to school districts regarding the automation of school libraries;

Coordinates conversion activities including scheduling, processing data, and media conversion.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of data base management practices and techniques; good knowledge of software installation and modification especially as related to library automation systems; good knowledge of hardware peripheral equipment and its installation; working knowledge of the principles and practices of library service; ability to select appropriate software and equipment for use in a library automation system; ability to plan, implement and manage a library automation system; administrative ability; organizational ability; ability to communicate effectively both orally and in writing; ability to assist other districts in library automation systems; ability to establish and maintain effective relationships; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience responsible for data base management activities that included selection and installation of software packages and hardware devices; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years of experience as defined in (A) above; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 10, 1991