



CLASS SPECIFICATION

Class Code: 5028
Date Est: 12/1990
Last Rev: 02/2020
Last Title Chg: 02/2020
FLSA: exempt
Probation: 12 months

LIBRARY TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans and coordinates the development, implementation, and effective utilization of computer-based systems and computerized equipment in the Washoe County Library System; develops and implements short- and long-range plans for automated systems use and development; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in library science or library information science from an American Library Association accredited college or university OR a master's degree from an accredited college or university in computer sciences or other closely related field, AND three years of professional library experience planning, implementing, and administering automated library services.

LICENSE OR CERTIFICATE

May require a driver's license at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise staff including training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development.

Manage and coordinate library technology services; identify needs, develop and implement solutions for infrastructure, systems and equipment.

Administer, manage, and develop the library's integrated automated system.

Develop and maintain statistical data and records, prepare summary reports to keep library management aware of patron usage and needs.

Prepare and justify budget requests related to the assigned area of responsibility.

Participate in grant planning; monitor and implement grants; assure proper compliance with terms and provisions; coordinate grant reporting processes, prepare and submit required grant performance reports to granting agencies.

Participate in senior management and applicable Washoe County Department of Technology Services team meetings to plan and implement the goals, objectives, and direction of the Library System's policies and services, and provide input for strategic planning.

Evaluate and schedule equipment maintenance and software upgrades.

Regularly provide direct public service in all branch locations to remain connected to the community, programs, operations, and staff.

Oversee training for staff and public use of the Library System's technology resources.

Develop and implement procedural materials for staff.

Maintain an inventory of Library System computers, office automation equipment, and software.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Departmental and countywide policies and procedures, including personnel and management policies.

American Library Association philosophy, practices, procedures, and techniques.

Principles and practices of management and supervision.

Library cataloging and classification systems.

Library information services, materials, resources, and advanced bibliographic searching techniques.

Principles and practices of organizational development and management including program planning, implementation, and administration.

Project management techniques.

LANS, WANS, network and PC security; operating systems, website management and HTML; online reference resources and office applications.

Operation and maintenance requirements of computers and peripheral equipment related to library services.

Current computer/mobile technologies, devices and use of the Internet.

Database concepts, design, administration, and control including telecommunication, networking, and systems documentation.

Development, implementation, and evaluation of multigenerational technology classes and programs.

Professional library principles, practices, and procedures; including classification, circulation, and reference techniques.

Principles of budget preparation, fiscal management, and Washoe County's budget processes.

Principles and practices of preparing, monitoring, and administering grant applications.

Ability to:

Plan, coordinate, administer, and maintain Washoe County Library System automated computer systems.

Effectively analyze technology services, identify and write objectives, and determine implementation methods and resources.

Effectively operate and maintain library computerized information systems, both hardware and software.

Define problems, collect data, establish facts and draw valid conclusions.

Learn computer software packages and adapt them for specific user applications.

Interpret, analyze, communicate and apply codes, statutes, policies and procedures to ensure compliance.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Use multiple types of mobile/digital technologies, devices, library equipment, and audio/visual equipment.

Maintain effective working relationships with other agencies, outside vendors, division staff, and representatives of other departments.

Select, supervise, and evaluate the performance of assigned staff.

Evaluate priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop effective work teams and motivate individuals to meet goals and objectives.

Exercise initiative, independent judgment, and discretion.

Develop budgets and control expenditures.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, be able to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.