

## SUPERIORLAND LIBRARY COOPERATIVE

**Position:** ILS System Administrator

**Apply to:** Superiorland Library Cooperative

**Compensation:** from **\$45,000** dependent on qualifications and experience; excellent benefit package which includes: health insurance; retirement plan; life insurance.

**Reports to:** Cooperative Director

**Supervises:** Database Maintenance and System Administrator Assistant.

**Position Summary:** *The ILS Administrator manages the UPRLC's Integrated Library System (ILS), online catalog, and other ILS-related products. This is a highly collaborative role with a great deal of staff interaction, as well as patron and vendor contact.*

### Job Duties

- Provides primary support of the ILS, online catalog/discovery layer, mobile app, patron notification methods, and other ILS-related products.
- Oversees daily operations for ILS management, including reports, maintenance, data requests, process improvements, and bill and contract review.
- Communicates extensively with staff to provide information on problems, changes, features, and maintenance.
- Responsible for preparing agendas, meeting packets, newsletters, and other communications to assure the timely exchange of information between ILS members.
- Provides training, instruction and documentation on ILS and ILS related products.
- Provides support and training for Intra and Interlibrary Loan.
- Recommends customizations and new products or services
- Assists and advises staff and administration with policy changes where such changes impact the ILS or related systems.
- Works with the Network Administrator and/or IT assistant to configure and troubleshoot systems that connect to the ILS.
- Prepares for and coordinates upgrades to the ILS, catalog, and other services. Develops migration plans between ILS systems..
- Assists the Cooperative Director with vendor analysis and negotiation, reviews contracts, and verifies services for payment.
- Performs organizational and departmental analysis for ILS members to determine and/or refine policies, procedures, and workflow that is most appropriate and compatible with ILS System.
- Represents the consortium at professional conferences and on resource sharing committees related to statewide projects.
- Other duties as assigned by the Cooperative Director.

## **Preferred Qualifications**

Master's degree in library science (MLS or MLIS) and a minimum of three years of experience administrating ILS software OR a bachelor's degree and five years of library experience with a minimum of three years administrating ILS software.

Administrative experience with SirsiDynix Symphony preferred

Valid Michigan driver's license and transportation for travel

## **Required Skills/Qualities**

Ability to manage multiple projects and tasks simultaneously

Demonstrates advanced knowledge of ILS vendors, trends, and best practices.

Ability to effectively use applications software, including Microsoft Word, Excel, and Powerpoint.

Strong verbal and written communication ability

Ability to work effectively on a team and with consortium library staff

Ability to travel to any SLC library location, some overnights required

## **Working Conditions**

Travel to member libraries and to statewide planning meetings and state and national conferences. Possession of or the ability to attain a valid Michigan driver's license and transportation for travel. Some evening hours and some overnights. Other physical requirements: Manual dexterity and ability to operate a keyboard and other office equipment. Ability to hear and answer the telephone.

Applications will be accepted until the position is filled, but those received by 5 o'clock pm 7/31/2018 will receive first consideration. Electronic submissions required. To apply, submit a cover letter, which specifically addresses the position requirements, your resume, an SLC application form (<http://joomla.uproc.lib.mi.us/SLC/Images/Jobs/Employ-app.pdf>), and the names and contact information (including email address) of three (3) professional references to Shawn Andary at sandary@uproc.lib.mi.us

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

*The Superiorland Library Cooperative is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.*