February 4, 2019

Position Available: Coordinator of Automation – Full Time
40 hours per week, includes evenings and weekends; flexible scheduling is mandatory for this position.

Salary range: Begins at $50,421; commensurate with experience

Fringe Benefits: Benefits include employer provided health, life and long-term disability insurance, 401(a) Defined Contribution Pension, plus paid vacation, holidays, personal business days, sick time.

Please include your cover letter, resume and completed application. Application is available at http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf to:

Elyse Streit, Director
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
Or to:
Elyse.Streit@farmlib.org

Deadline for applications is Friday, February 22, 2019 by 5:00 pm.

Interviews will be held on March 6, 2019 at the Main Library, 32737 West Twelve Mile Road, Farmington Hills, MI 48334.

Job Summary:
Working under the day-to-day supervision of the Coordinator of Technology, employee is responsible for the implementation and maintenance of the Library’s Polaris Integrated Library System and conveyor system, among other technologies.
**Essential Duties include, but are not limited to:**

- Troubleshooting ILS hardware and software problems
- Administer and configure Polaris ILS
- Administer Envisionware security system and Self Checkout Stations
- Maintain the software for the TechLogic Automated Materials Handling System
- Maintain patron notifications, via print/email/text/telephony systems
- Resolve issues with Remote Patron Authentication via Polaris
- Oversee the serials module
- Load and delete bibliographic records for print, audio, visual and electronic materials
- Provide technical support for OCLC, electronic ordering, INN-Reach, Unique (materials recovery system), MeLCat
- Prepare reports on Library collections, both regularly scheduled and as needed
- Conduct year end processing; produces necessary data for State Aid report annually
- Provide quick and accurate reference service to all ages, using print and electronic resources
- Assist patrons and staff in learning to use the ILS; provide technical assistance as needed
- May serve as the person in charge of the building when assigned; be knowledgeable about and make decisions in line with the Library’s policies and procedures
- Serve on applicable working committees, internally and externally
- May serve as backup to IT specialists, train backup staff for Automation tasks
- Other duties as assigned

**Minimum Qualifications:**

- 1 year experience working with library systems
- Ability to research and solve new problems
- Ability to communicate effectively; accuracy in keyboarding, spelling, grammar
- Good interpersonal skills, including the ability to work well with a variety of personalities and technological understanding
- Demonstrated ability to work in an organized, methodical, cooperative fashion
- Ability to understand and interpret policies and procedures, including the Library’s Public Service Values
- Ability to work independently, making decisions within the authority ascribed to this position, seeking advice when necessary
- Demonstrated computer knowledge necessary to perform technical-support tasks
- Commitment to good customer service and professional development

**Preferred Qualifications/Experience:**

- Master’s Degree in Library Science from an ALA accredited institution, desirable but not required
- System administration experience
- Polaris/Innovative familiarity
- HTML, SQL experience

**Physical Activity Requirements:**

*Degree of physical demands (strength) usually associated with the essential functions of the job*

- The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop
- Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position