

PERALTA COMMUNITY COLLEGE DISTRICT - March, 1998

CLASSIFIED JOB DESCRIPTION

**LIBRARY NETWORK COORDINATOR
(SEIU Local 1021 Salary Range 090)
Job Code: 833**

CLASS PURPOSE

Under supervision of the Executive Vice President or Vice President of Instruction and in support of the Head Librarian, is responsible for coordinating the planning, installation, training, and operations support for computer hardware for the library and audiovisual departments. Manage networks dedicated to library functions (including the integrated system) stand-alone and networked CD-ROM systems, internet resources, as well as library and audio-visual office automation. Performs other related duties as required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- manages local access to the District's integrated online system, CD-ROM towers, CD-ROM software, as well as internet-based products
- supervises the library's public service computer systems and network services
- works closely with District and college library services staff and local area network (LAN) services staffing planning changes and upgrades to networked library computers and integrated systems
- configures and supports the library's automation workstations
- responsible for loading and upgrading local library software
- works with college local area network coordinators to maintain library computer resources on the campus network
- installs, documents and troubleshoots hardware/software and manages service contracts and vendor accounts
- communicates with the library staff regarding software, hardware and network development
- orients library staff regarding bibliographic instruction related to computer resources

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- plans, schedules and delivers instruction in the use of electronic and internet resources
- creates electronic user guides, presentations and computer-aided instruction materials
- works with college local area network coordinator to evaluate and implement computer hardware, software and other instructional technologies and maintains awareness of and ability to use emerging technologies
- coordinates long-range planning for the continued integration of information technology into library
- coordinates hardware/software procurement with the college LAN coordination staff
- oversees the library's webpage
- completes the technical processing of new book orders
- maintains and updates library databases
- utilizes a bibliographic utility effectively
- processes purchase requisitions electronically
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of an AA degree in computer information systems; or an equivalent combination of training and relevant work experience that includes clerical and technical experience in library processing, and utilization of PC and Macintosh computers
2. Experience in programming database applications on PC computers; and retrospective conversion of cataloging records for libraries
3. Strong written and oral communication skills
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- familiarity with the automation of libraries
- knowledge of computer hardware and software, including library applications (internet, CD-ROM) and constructing webpages
- experience with UNIX, local area networks, C++ programming, MS Windows and micro computer installations, CD-ROM database and internet-searching expertise

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

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PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: May, 2000