



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