

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-CS4

POSITION TITLE	Library Systems Manager (2285)	SALARY RANGE:	\$23.579-42.209 (M)
DEPARTMENT	Community Services	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	Open Until Filled	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Jeffery Donlan	LOCATION:	Main Library

GENERAL DESCRIPTION

Manager of the information systems of the Santa Fe Public Library: Information systems include Integrated Library system (ILS), library web site, public computing infrastructure, RFID, and digital holdings and databases. Manage computer systems, perform project & account management for a complex library IT infrastructure. The Library Systems Manager is responsible for the design, implementation, and ongoing analysis of library computer and network information services. A focus of the position is the Integrated Library System (ILS), which is essential to the functioning of the organization as it tracks circulation, cataloging, acquisition, and delivery of library materials. The library provides desktop computing services to the public as well as providing wireless network access for patrons, and the Library Systems Manager is responsible for making these services reliable and useful to patrons.

SUPERVISION RECEIVED

Reports to Library Division Director

SUPERVISION EXERCISED

Provides close to general supervision to staff as directed.

NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises the daily operation of the Library's automated systems and workstations.
- Provides necessary hold, overdue, and other patron lists as needed in a timely manner from Sierra.
- Responsible for design, implementation, integration and daily operations of the Library's automation systems, currently a cloud-based Innovative Interfaces Sierra system.
- Performs strategic planning for technology, including defining needs and goals, evaluating and recommending solutions, planning the technology budget, and establishing maintenance, security, and disaster recovery procedures.
- Plans, leads, manages and evaluates the delivery of technology services for the Library in alignment with organizational vision, mission, values and goals to meet the information needs of customers, including library divisions and branches, and staff.
- Develops and recommends policy and procedures for use of computers and computer systems.
- Keeps current of all new technological procedures, processes and equipment.
- Compiles and interprets statistics and prepares reports.
- Coordinates library-wide training on use of automated systems, creating in-house documentation as needed.
- Monitors all system functions and is responsible for proper operation.
- Handles evaluation, contract negotiation, and integration of new technologies.
- Manages the computer systems technology project.
- Communicates regularly with vendors and troubleshoots

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- Acts as liaison to City ITT Department
- Attends professional meetings.
- Work closely with staff to define and implement long range planning for the technology needs of the library system.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

An MLS from an ALA accredited school and five (5) years of experience with technology preferably in a public library setting. Three (3) years of experience working with automated systems preferably in a public library setting.

ADDITIONAL REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal and written communication skills
- Statistical information gathering and reporting
- Writing programs for automation and analysis
- Ability to work with the technical jargon and translate that to the library workplace
- Strong visionary skills to seek innovative uses of technology to further library service goals
- Ability to handle multiple priorities
- Commitment to continuing education

KNOWLEDGE OF

Project Management: Projects in the library relevant to this position include examples such as:

Vendors: Updating facilities with new network wiring and equipment; RFID

City IT: Requirements for network architecture

Library management: Logistics of access

Upper management: Funding issues

ILS Architecture

Knowledge of library science

Knowledge of indexing techniques

Relational databases

Linked data (RDF, triple stores)

Record structure (MARC, RDA, Bibframe)

Network Architecture (wireless and wired)

HELPFUL SKILLS INCLUDE

Structured Query Language (SQL): This is the basic mechanism on which the (Sierra) ILS is built.

Constructing and maintaining a web page. Some library web services are interactive, such as polls, and may require server and client side scripting (PHP and JavaScript).

Configuring and debugging TCP/IP networks and Windows and Linux clients. This arises for the public Internet access, which is under heavy public use (as distinct from the library staff systems).

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Knowledge of Internet protocols such as SMTP and SSH, which the ILS needs in order to deliver notifications to patrons and to and from vendors.

ABILITY TO

Implement and manage library systems and web site(s) run statistical reports and create custom queries

Maintain working relationships with users, staff, contractors, and vendors

Analyze community needs and recommend specific methods to respond to identified needs

Establish and maintain effective professional relationships among colleagues, staff, library customers and the general public.

Formulate and implement effective library policies and procedures pertaining to technology.

Develop goals and objectives and to establish priorities for technology.

Clearly and effectively prepare and present oral and written communications to varying levels of technically aware audiences.

Assist other staff members with information systems

Work within established deadlines and create detailed timelines for project management

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed in an office environment with quiet to moderate level of noise. Position involves standing, walking, sitting, carrying, pulling, climbing, stooping, kneeling, crawling, crouching, reaching, and handling. Must be able to speak, hear and have good visual acuity including close, distance, peripheral, depth and color vision. Must be able to lift and/or move 20 pounds. May be required to work evening and weekends. May be required to respond to emergency calls during and outside regular library hours.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**