

# **JOB VACANCY BULLETIN 2010-003**

CLAY COUNTY BOARD OF COMMISSIONERS

01/20/10

Revised 2/12/10

**JOB TITLE:** Technical Services Specialist                      **DEPARTMENT:** Library Administration

**SALARY:** \$50,000 - \$63,809 annualized DOQ                      **LOCATION:** Orange Park

**JOB GRADE:** 914

## **JOB DESCRIPTION SUMMARY\***

### **GENERAL DESCRIPTION OF DUTIES:**

- This is professional library work which involves the administration and effective operation of a Division of the Library.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Train and supervise para-professional staff performing such duties as Web Management, Network Management, and Integrated Library Systems maintenance.
- Supervises the Information Technology Technician and acts as the Division's Integrated Library Systems (ILS) and IT manager.
- Responsibilities include budgeting, strategic planning, grant administration, and coordinating special products as it relates to the Clay County Library System.

### **MINIMUM REQUIREMENTS:**

- Bachelor's Degree in Information Technology or related field and public library work experience.
- Master's Degree in Library Science (M.S.L.S.) and at least three years experience in ILS management in a public library preferred.
- Any acceptable combination of appropriate education and library experience will be considered.
- Employee in this position must have knowledge of and experience with ILS and WAN management.

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to maintain and manage networks and servers.
- Ability to utilize current applications applicable to the Library's integrated library system (ILS).
- Ability to install, upgrade, and maintain hardware and software associated with the library's ILS.
- Considerable knowledge of professional library principles, methods, materials, and practices.
- Ability to prepare and manage grants.
- Ability to analyze technical problems and to make recommendations for solutions.
- Ability to plan, organize, and direct the work of employees.

FINAL EXPIRATION DATE: UNTIL FILLED

A DRUG-FREE WORKPLACE – E.O.E.

\*COMPLETE JOB DESCRIPTION ON FILE IN HUMAN RESOURCES DEPARTMENT