

Civil Division: BOCES; Libraries
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/04/07

LIBRARY COMPUTER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class works with a library database management system and related web services. The position also involves responsibility to train library staff, client districts and/or the public on small computer systems, to implement and adapt computer software for individualized use in processing and searching for library data and materials. The work is performed under the supervision of a Coordinator of Media Services or a Library Director, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with planning and managing the library database management system;
Provides telephone support for library staff and client district personnel;
Trains library staff, client district personnel and/or public in the use of micro-computer software and hardware, including disk handling, printer set-up and operation, etc. via workshops and presentations;
Recommends efficient procedures for office operations, data input, conversion, reporting, and output;
Coordinates and resolves problems associated with training and production of library automation system, including some hardware and software trouble shooting;
Conducts research on emerging library system software and hardware standards, and makes necessary recommendations;
Installs and troubleshoots computer applications to be used in library operations;
Provides liaison in the library to ensure timely implementation of hardware, software, communications, training, etc.;
Explains revisions in existing software packages to adapt changes to administrative processing and procedures;
Coordinates mailings and information for professional development activities;
Recommends upgrades, and performs updates, to library automation service web page;
Operates computers and related peripheral equipment;
May assist in other areas of media services.

For BOCES: Encodes video, uploads teaching materials and provides links to related media.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Excellent knowledge of the use and operation of computers, computer operating systems and related peripheral equipment; good knowledge of office terminology and procedures; ability to make minor adjustments and repairs to computer equipment; ability to install purchased software; ability to advise and instruct others in use and adaptability of computers and purchased software; ability to plan and schedule computer training activities; ability to understand and follow oral and written instructions; ability to establish and maintain working relationships with library staff and client school district personnel; willingness to learn; ability to work independently; flexibility; accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer technology, or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, or a closely related field, **AND** two (2) years of experience in using computers in the workplace, including knowledge of software programs and their applications; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (B) above.

NOTE: Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

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