

JOB TITLE: SYSTEMS ANALYST FOR LIBRARY MEDIA AUTOMATION

JOB DESCRIPTION:

This employee is responsible for preparing and submitting comprehensive feasibility studies including detailed documentation of procedures and personnel utilization with recommendations identifying specific computer application areas in library media operations.

Duties of this position include but are not limited to:

1. Studying and documenting present work flow and procedures.
2. Identifying potential computer application areas.
3. Supervising and assisting in all computer operation functions.
4. Determining system informational and personnel requirements.
5. Writing, testing, and de-bugging complex programs.
6. Preparing system flow diagrams.
7. Designing forms and specifications.
8. Developing systems procedures.
9. Preparing machine operation instructions.
10. Analyzing existing systems and redefining them to take into account changes in system requirements or equipment configurations.
11. Preparing, coordinating, and supervising systems implementation.
12. Providing technical assistance and training to school media staff and to programming and operations personnel.
13. Coordinating retroconversion of library media records.
14. Planning and implementing an integrated online catalog with appropriate bibliographic data standards and cataloging practices.

REQUIRED QUALIFICATIONS:

1. Master's degree in library and/or information science.
2. Systems analysis experience for automated integrated library media systems.
3. Experience as catalog or technical services librarian.

DESIRED QUALIFICATIONS:

1. Knowledge of school library media programs.