NETWORK AND INTEGRATED LIBRARY SYSTEMS ANALYST

(Range 125)

DEFINITION

Performs installation, monitoring, maintenance, operations, optimization, and modification of network hardware, minicomputer and microcomputer integrated library system hardware and software systems, and related system software and hardware components.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant IT Director and direct supervision from the Systems and Network Supervisor.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1.   Ensures that all facets of the integrated library system interfaces and services are operating efficiently and securely.

2.   Performs day-to-day operations for the integrated library system, including system backup, user account management, and report generation.

3.   Evaluates network, integrated library system hardware and software systems upgrades and patches, and oversees their installation, configuration, and integration with other systems.

4.   Specifies, designs, writes, tests, documents and implements utilities and other programs as required to support integrated library system operations in various programming languages.

5.   Maintains Local Area Networks (LAN) and Wide Area Networks (WAN).

6.   Configures and modifies operating system parameters, scripts, utility programs, database management systems, and other third-party systems.

7.   Configures, modifies, installs, supports, and maintains third-party applications running on related network, minicomputer and microcomputer integrated library system hardware and software systems.

8.   Monitors network and integrated library system performance and develops performance metrics and insures efficient operation of the systems to achieve management goals and objectives.

9.   Stays abreast of current trends and developments in the fields of network systems, minicomputer and microcomputer integrated library system hardware and software systems.

10.   Oversees the implementation of new integrated library system features.

11.   Coordinates activities with Information Technology Department staff to include scheduling and training as it pertains to network and minicomputer and

microcomputer integrated library system hardware and software systems.

12.   Assists in the preparation and implementation of the Information Technology Department goals and objectives in conjunction with the Library District's Strategic and Technology Plans.

13.   Maintains contact with vendor help desks and other District departments for ongoing maintenance, development, and support.

14.   Serves as primary contact for integrated library system related issues, and as liaison to staff, other libraries, and vendors.

15.   Exercises discretion and complies with pertinent Federal, State, and local laws, codes, and regulations.

16.   Responds to inquiries and concerns from staff, vendors, and patrons in a courteous and timely manner.

17.   Interprets and implements Library District policies and procedures.

18.   Attends staff and other miscellaneous meetings.

19.   Operates and utilizes office equipment including but not limited to: personal computer, the Internet, e-mail, copy machine, telephone, and facsimile machine.

20.   Operates Library District vehicles.

Marginal Functions:

1.   Serves as a technical resource to Library District patrons and staff.

2.   Attends and participates in professional group meetings.

3.   Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1.   Network, minicomputer and microcomputer integrated system hardware and software systems, peripheral equipment, and associated subsystems.

2.   LANs, WANs, routers, switches, file servers, firewalls, data cabling topologies, and electrical systems.

3.   Current trends and developments in the fields of network, minicomputer and microcomputer integrated library system hardware and software systems and services.

4.   Modern and complex principles and practices of computer programming, systems analysis, and SQL database design and administration.

5.   Application Programming Interfaces (APIs) and how to facilitate integration with third-party applications.

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6.   Network security principles and practices.

7.   Network protocols.

8.   Planning principles and cost benefit analysis for proposed network growth strategies.

9.   Research techniques and the sources and availability of current information.

10.   Correct English usage, spelling, punctuation, and grammar.

Ability to:

1.   Plan, coordinate, and implement projects, maintenance and updates, adapting to changing needs.

2.   Evaluate and provide recommendations for operations, hardware and software acquisitions, and upgrades for the Library District.

3.   Recognize equipment malfunctions and software errors.

4.   Maintain, repair, and troubleshoot network minicomputer and microcomputer hardware and software systems, peripherals, and subsystems.

5.   Operate diagnostic equipment.

6.   Learn pertinent Federal, State, and local laws, codes, and regulations.

7.   Analyze and interpret complex and technical materials.

8.   Work under pressure and meet deadlines.

9.   Perform multiple tasks concurrently.

10.   Work quickly and accurately.

11.   Exercise initiative and discretion.

12.   Organize and review work for efficient results.

13.   Accept and manage change and maintain flexibility.

14.   Work both independently and as part of a team.

15.   Understand and follow oral and written instructions.

16.   Communicate clearly and concisely, both orally and in writing.

17.   Effectively perform the full range of minicomputer and microcomputer operation duties.

18.   Establish and maintain effective working relationships with those contacted in the course of work.

19.   Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

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20.   Be on a stand-by status after normal working hours and carry a cellular phone and respond with little or no advance notice.

21.   Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

--standing, walking, or sitting for extended periods of time;

--bending, reaching, stooping, and pushing;

--lifting and carrying;

--operating assigned equipment.

22.   Maintain effective auditory and visual and perception needed for:

--making observations;

--communicating with others;

--reading and writing;

--operating assigned equipment.

Skilled in:

1.   Use of library and general office equipment.

2.   Use of network, minicomputer and microcomputer integrated library system hardware and software systems and associated peripheral equipment.

QUALIFICATIONS

Training and Experience:

Bachelor's degree in library information science, computer science, information technology, or a closely related field required; and five (5) years of progressively responsible experience maintaining and supporting minicomputer and microcomputer integrated library system hardware and software systems in a complex, medium-to-large environment with multiple sites required; minimum of one (1) year experience supporting LANs, WANs, firewalls, routers, switches, and related systems required; experience using management products to assess network and system health and to correct related problems required; experience supporting Unix, Linux, and Windows operating systems; experience specifying, designing, writing, testing, documenting and maintaining programs, utilities, and scripts written in languages such as Python, PHP, XHTML, Perl, and relational database reporting and modification languages; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds) and moderate lifting (12 - 20 pounds); occasional heavy lifting or moving (50 - 100

pounds); frequent bending, stooping, reaching, and pushing; the continuous operation of hand or power tools to very exacting tolerances, calling for full coordination of sensory and manipulative ability; and standing or utilizing a keyboard for extended periods of time.

Tasks require depth perception, color perception, sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess a valid Driver's License at the time of hire and have the ability to obtain a Nevada Driver's License*.*

FLSA: **EXEMPT**

CBA: **NON-SUPERVISOR**

DEVELOPED: **JANUARY 29, 2015**

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