

Superiorland Library Cooperative
1615 Presque Isle Ave., Marquette, MI 49855

Position: Database Maintenance and System Administrator Assistant

Classification: Full-Time

Apply to: Superiorland Library Cooperative

Compensation: from \$35,000 dependent on qualifications and experience; excellent benefit package which includes: health insurance; retirement plan; life insurance.

Reports To: ILS System Administrator

Position Summary: The position is responsible for maintaining the integrity of the SirsiDynix Symphony integrated Library System (ILS) Catalog and assisting with cataloging, resource sharing, and ILS support for the online catalog.

Job Duties

- Provide WorkFlows support and assistance to member libraries both remotely and onsite.
- Troubleshoot and support resource sharing systems for member libraries
- Create and follow up on cases with ILS vendor or MCLS staff as necessary
- Symphony/WorkFlows policies and administration, serial control, reports, home locations and item types and other tasks
- Support for Enterprise
- Curate Great Lakes Digital Libraries and magazines collections
- Train and support users of digital programs, including trouble shooting issues for library staff and public
- Create instructional videos and adapt promotional materials from vendors
- Provide cataloging support to member libraries for WorkFlows and BlueCloud cataloging
- Assist member library staff in identifying search strategies to locate bibliographic records in UPRLC's shared database
- Provide guidance and instruction for copy cataloging to member libraries
- Perform copy cataloging and basic original cataloging based on current standards
- Reconcile monthly authority update reports with direction from the System Administrator
- Assist the GLTB Reader Advisor in special programs and support for GLTB
- Assist with the managing of the automated call center
- Compile and distribute statistics regularly on use of digital collections
- Perform other duties as requested

Qualifications and Skills

- Ability to work accurately and with and with attention to detail
- Proactive customer service philosophy
- Computer skills and knowledge of MS Office and word processing, email, spreadsheet and database programs

- Willingness to learn new software programs and keep skills up to date
- Ability to work independently with minimal supervision
- Ability to work collaboratively in a team environment
- Self-motivated and able to meet deadlines
- Ability to follow directions
- Excellent communication skills verbal and written
- Bachelor's Degree in Library, Information Technology, Education, or related field preferred

Working Conditions

- Work from home opportunities are available, with some in-office work required.
- Possession of or ability to attain a valid Michigan driver's license and transportation for travel.
- Some evening hours and some overnights.
- Other physical requirements: Manual dexterity and ability to operate a keyboard and other office equipment. Ability to hear and answer the telephone.

Applications will be accepted until the position is filled, but those received by 5:00PM Eastern time on November 25, 2022 will receive first consideration. Electronic submissions required. To apply, submit a cover letter, your resume, and SLC application form and the names and contact information of three professional references to Dillon Geshel at dgeshel@superiorlandlibrary.org.

This job description is intended to describe the general nature and level of work being performed by a person assign to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

The Superiorland Library Cooperative is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.