

**Job Title:** ILS and Database Support Specialist

**Location:** Northern Waters Library Service, Ashland, Wisconsin

**Reports to:** ILS Administrator, Director

**FLSA Status:** Exempt

**Approved by:** NWLS Board of Trustees

**Date:** June 2, 2020

**Job Summary:** Under the supervision of the ILS Administrator, the ILS Assistant supports in managing the shared automated system database and the Cooperative Cataloging program. Maintains the integrity of the database and provides professional and courteous ILS administrative support, training, and services to NWLS libraries.

**General Functions and Responsibilities:** (This job description is meant to describe the general content and requirements of the position. It is not intended to be an exhaustive statement of duties or requirements.)

1. With the ILS Administrator: Plans, develops, manages, and evaluates the shared automation system.
2. Works with member library directors and catalogers to ensure the integrity of records in the shared automation system.
3. With the ILS Administrator: Manages functionality of the shared automated system, database quality, training and reports.
4. Conducts database maintenance tasks using approved standards.
5. Serves as a consultant to automated systems members in the area of current national cataloging rules, interpretation, and implementation, and informs users of cataloging changes and resolves cataloging questions.
6. Provides training, documentation and other direct support to users of the automated system as required.
7. Produces statistical reports, printouts, and data as needed to evaluate database functions and service areas.
8. Responsible for management and enhancement of catalog and patron database records.
9. Maintains an awareness of current library issues and trends affecting the database; reads professional literature and attends continuing education workshops and meetings.
10. Serves as liaison and support for some software vendors including Overdrive and Gale Courses.
11. Performs other duties as requested.

**Knowledge, Skills and Abilities:**

1. Thorough knowledge of cataloging principles and procedures, such as AACR2/RDA, MARC21, LCSH, DDC and authority control issues.
2. Thorough knowledge and understanding of integrated library systems and networks, online bibliographic retrieval services and cataloging services.
3. Ability to establish and maintain effective working relationships with staff, librarians, vendors, state consultants, peer groups, and committees.
4. Ability to instruct others in use of shared automated system software, and other database programs.
5. Ability to evaluate operations and procedures and recommend improvements.
6. Ability to use personal computer programs, bibliographic support systems, office equipment and the Internet.
7. Ability to communicate effectively. Skill in interpersonal communication and public speaking. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail.
8. Strong customer service skills with a commitment to quality, accuracy, and efficiency.
9. Ability to work in an environment that fosters experimentation and change.
10. Ability to work independently and as a member of a team.

**Physical Requirements:**

1. While performing duties of this job, the employee is occasionally required to: use the hands to write, grasp, and keyboard; talk; hear; sit, stand, walk, bend, twist, reach with hands and arms; lift and/or move up to 40 pounds.
2. Specific vision abilities required by this job include distance vision, close vision, color vision, depth perception, and the ability to adjust focus.

**Mental Requirements:**

1. Analytical skills: identify problems and opportunities: review possible alternative courses of action before selecting one; utilize available resources when making a decision.
2. Problem solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. Communication skills: effectively communicate written/oral information, successfully conversing while maintaining a positive attitude and demeanor.
4. Time Management: set priorities and organize workflows in order to meet assigned deadlines.
5. Ability to comprehend and follow instructions.
6. Ability to effectively ask questions and seek advice.

**Work Conditions:**

1. May work in office environment or remotely with staff contact, both in person and via phone, video and email.
2. Must be willing to travel to member libraries, meetings, and workshops, that may include evening and weekend hours, and overnight travel.
3. Must be willing to perform emergency tasks during off hours.
4. Possession of or ability to obtain a valid Wisconsin driver's license and a means of transportation are required.

**Education, Experience and Training:****Qualifications**

1. Degree in related disciplines or any equivalent combination of higher education and experience which provides the required knowledge, skills, and abilities.
2. Experience with circulation and cataloging modules on an integrated online library system.
3. Possession of or ability to obtain a valid Wisconsin driver's license.

**Hours**

This is a salaried, full-time position requiring at least 80 hours per two-week pay period on a flexible schedule that may vary day-to-day. Evening, Saturday, and Sunday work may be required. This position is exempt from the Fair Labor Standards Act.