

Northeast Kansas Library System

Title:	NExpress Coordinator and ILS Systems Manager
FLSA Status:	Exempt Salaried

Position Summary

Under the supervision of the System Director, the NExpress Coordinator and ILS Systems Manager manages the operation, support, and development of the NExpress shared consortia catalog of 42 public libraries and 1 school district that runs on the Koha open source ILS.

Qualifications

- MLS from an accredited university, plus a minimum of three years of progressively responsible library experience; equivalent library experience may be substituted for MLS degree
- Experience with integrated library automation systems required; preference given to experience with open source systems
- Knowledge of cataloging best practices, database management (MySQL), web languages (HTML, CSS, JQuery), web CMS platforms (WordPress and LibGuides)
- Familiarity with software testing best practices
- Familiarity with technical and resource sharing issues
- Experience with multi-type regional or statewide library programs is preferred
- Ability to prioritize and manage multiple tasks and ongoing activities simultaneously
- Exceptional written and oral communication skills, including public speaking and meeting facilitation
- Ability to work effectively with co-workers, member libraries, and support vendor staff
- Experience in planning and conducting workshops and training
- Ability to operate a vehicle and hold a valid personal driver's license

Essential Functions

- Provide overall management, support, and coordination of the NExpress ILS and consortia, including balancing needs of consortia with local library needs
- Coordinate operations of NExpress team
- Maintain data quality of NExpress database and cataloging records
- Coordinate with participating libraries and ILS support vendor regarding system features and bugs, migrations, upgrades, and software developments
- Provide NExpress training to participating libraries, including planning & leading quarterly NExpress users group meetings
- Participate in the international Koha community

Marginal Functions

- Provide coordination and management of system office acquisitions and interlibrary loan functions
- Perform other duties as deemed necessary or assigned.

Position Requirements

Experience: The NExpress Coordinator and ILS Systems Manager must have a minimum of three years of progressively responsible library experience. The ability to operate vehicle, and hold a valid personal driver's license is required.

The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.

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Education: Master of Library Science degree from an accredited university; equivalent library experience may be substituted for MLS degree.

Technical Skills: The NExpress Coordinator must be comfortable using multiple online services and digital platforms for collaboration and communication, including but not limited to Google Apps, WordPress, and online meeting software. The NExpress Coordinator must also be comfortable using ILS software, MARC, MySQL, HTML, CSS, and JQuery languages, as well as software testing protocols.

Decision Making: The NExpress Coordinator makes decisions about performing daily duties in the most efficient manner, including balancing needs of consortia with local library needs. Policy and budget decisions must be made in communication with, and subject to the approval of, the Director.

Personal Relations: The NExpress Coordinator will be in daily contact with the public, co-workers, member librarians, and the ILS support vendor. At times, highly technical situations will need to be translated into layman's terms so librarians understand certain situations.

Essential Physical Functions: The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, crouch, and lift and/or move up to 50 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. Much of this position's work takes place in front of a computer.

Selection Guidelines

Cover letter and resume, written application, oral interview, reference check, and job related tests as required by the System Director.

Employee Certification

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is "at will", which means that the employee may resign at any time and that the Northeast Kansas Library System may discharge the employee at any time, with or without cause. It is further understood that his "at will" employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing by an authorized executive of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position as stated in this position description.

Name

Date

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February 2016