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.*

February 2016
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.

February 2016