westchester
LIBRARY SYSTEM

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Elmsford, NY 10523
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www.westchesterlibraries.org

Open Position Posting – Library Data Specialist – FULL TIME 2 year position

About WLS
The Westchester Library System (WLS) is a state-chartered, cooperative library system serving all 38 Westchester member public libraries and the county's citizens. The Westchester Library System was established in 1958, and is one of 23 public library systems serving New York State's public libraries. The mission of the Westchester Library System is to ensure that all residents have seamless access to excellent library service regardless of their location.

Summary of Duties

- Assist the Systems Librarian with the day-to-day duties that are associated with the maintenance of the ILS.
- Generate statistical reports and provide them to system users.
- Document and evaluate resolutions and analyze trends for ways to prevent issue reoccurrence.
- Apply diagnostic utilities to aid in troubleshooting.
- Audit data on a regular basis to ensure data integrity and quality.
- Communicate application problems and issues to key stakeholders, including management, staff, and member library directors.
- Perform other duties related to library services as needed to accomplish the goals of the department, division, and library.
- Respond to staff support request dealings with the ILS using a help desk ticketing system in a timely manner.
- Visit member libraries to assist with training and troubleshooting as needed.

Position Requirements

- Bachelor's degree in related field and substantial relevant work experience, or six or more years equivalent combination of education and experience.
- In-depth, hands-on knowledge of and experience with an Integrated Library System (ILS) in a consortium environment, preferably Evergreen version 3.0 or higher.
- Demonstrated understanding of client/server environment, and experience with software applications needed to administer application environments. This may include Microsoft Windows Server, UNIX/Linux, Oracle/SQL Server, XML, PNX, etc.
- Knowledge of cataloging principles, including MARC and RDA, is desired.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Broad knowledge of library business practices and expectations.
- Ability to present ideas in business-friendly and user-friendly language.
- Very strong customer service orientation.
- Able to develop and interpret technical documentation for training and end user procedures.

Compensation: Salary commensurate with experience.

To apply: Interested candidates should send cover letter, resume and three professional references by November 30th to IT+JOBS@wlsmail.org with the position title included in the subject line of the email. Applications will be accepted until the position is filled. No phone calls please.

The Westchester Library System is located at 570 Taxter Road – Suite 400, Elmsford, NY 10523. For information about WLS, see http://www.westchesterlibraries.org.

The Westchester Library System is an Equal Opportunity Employer.