

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Integrated Library System (ILS) Administrator**

Dept.: **Information Technology Services**

Reports to: **Director of ITS**

Effective Date: **Revised January 2018**

Job Code Number: **20505**

Grade Number: **19, Represented**

FLSA Status: **Exempt**

General Position Summary:

This position is responsible for the development and implementation, as well as the ongoing support and administration of the KCLS ILS. This position collaborates with other KCLS departments as well as the larger community of libraries who share the same ILS with KCLS. This position provides a leadership role at KCLS and participates nationally to ensure that ILS remains a vibrant, effective, and functional tool, supporting variety of services (acquisitions, cataloging, circulation and public access) to both patrons and staff. The ILS Administrator personally solves ILS problems, and also identifies and coordinates resolution of problems and issues.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Coordinates development, design and maintenance of ILS with staff and vendors. Monitors performance of applications and develops strategies for changes, enhancements, testing and upgrades as required.
2. Manages the efficient operation of the ILS throughout the library system. Isolates problems and coordinates resolution procedures with vendors to assure rapid solutions and continuous operation.
3. Researches, analyzes, evaluates, plans, tests, troubleshoots, designs, implements, and re-evaluates all facets of ILS interfaces and services. Performs maintenance of databases and tables. Writes reports and scripts.
4. Creates and maintains complete and accurate system's technical documentation, as well as records of a strategic and process nature, such as projects documentation and files.
5. Works with other departments and vendors for ongoing maintenance, development and support. Serves as primary contact for ILS related issues, and as liaison to staff, other libraries and vendors.
6. Participates in the ILS community, building strategic relationships with other users of the ILS.
7. Works closely with the Director on budget priorities and strategic directions of the ILS.

Secondary Duties:

1. Participates in activities such as committee work, training, staff meetings, etc.

2. Performs other related duties, as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Peer Relationships

Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and

norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Graduation from a four-year college or university specializing in information systems and database management.
- Four years of progressively responsible work experience relating to information systems and service in a complex, multi-server, multi-agency, integrated application environment.
- Additional education in a related field or library information science may offset up to two years experience.
- Two years of successful systems project management and implementation experience preferred.
- Or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and keyboarding, this computer work may be repetitive up to occasionally. Constantly sits and will seldom stand or walk. Will frequently reach up to chest level with hands and arms to work at a desk. The employee will occasionally lift to 10 pounds and seldom up to 35 pounds and seldom push/pull carts using light force.

WORK ENVIRONMENT

Most work is performed in a standard office setting. The position encounters occasional new, unusual, hectic or demanding situations. Some travel, on-call status, constant sitting, and extensive PC monitor work are required in this position.

Advancement Possibilities:

Depending on education and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR