



JOB DESCRIPTION

Job title	<i>Assistant Integrated Library System (ILS) Librarian – (Librarian I or II)</i>
Reports to	<i>Systems Librarian</i>

Job Function

Under the direction of the Systems Librarian, the Assistant Integrated Library System (ILS) Librarian will assist with all day-to-day responsibility needed in maintaining the Library’s ILS. Employees in this class are responsible for providing excellent customer service and perform work relating to the operations of the Library Collection Services Department. Evaluating the integrated library system (ILS) and ensuring it is operating in the most efficient and updated manner possible; generate reports as requested for internal library staff to assess data from the ILS.

Duties and Responsibilities

- Acts as Assistant ILS Librarian, assisting with daily operations within the Collection Services Department.
- Perform ILS database clean up as necessary to ensure system operates at peak functionality. Work with cataloging staff to purge, remove, update, item records following cataloging and NOPL standards.
- Generate requested reports from the integrated library system (ILS) as needed or requested by library staff members.
- Tests new versions of client software for workstations and makes recommendations based on findings. Provides support related to software problems reported by users.
- Manage Polaris Notifications, correct addresses, place notes on patron accounts; update patron accounts with correct information when available.
- Maintains relationship with library staff, which may include working with circulation leads and/or branch visits, to determine efficiency with the ILS.
- Creates and Maintains a Collection Services Manual for the library system.
- Obtain proficiency in various vendor help desk ticketing platforms, entering, updating, following up on tickets.
- Ability to attend annual Innovate Users Group (IUG) conference.
- Active within Innovative Users Group (IUG).
- Work with collection development librarians to efficiently weed and evaluate branch collections, using both collectionHQ and Polaris Reports.
- Willing to learn Microsoft SQL database language.
- Provide customer service related to catalog problems and questions initiated by Library staff.
- Stays informed about NOPL services and activities.
- Other duties as assigned.

Minimum Qualifications

- MLIS from an ALA-accredited university
- Must hold a valid Louisiana Driver’s License and be able to travel across the City, often to multiple locations a day and throughout the week
- Must be able to work nights and weekends

Preferred Qualifications

- Previous experience with ILS Automated Platforms.

Knowledge, Skills & Abilities

- Ability to establish and maintain effective working relationships with library vendors, users and staff.
- Must be a detail-oriented self-starter that takes initiative.
- Must be able to maintain a positive attitude and professionalism.
- Ability to express ideas and information verbally and in writing.
- Excellent computer skills and proficiency with Microsoft Office products especially Microsoft Excel and Word.
- Ability to work independently in the absence of supervision.

- Ability to set priorities and manage multiple priorities.
- Ability to resolve concerns and difficulties using tact, courtesy, and good judgment.
- Ability to understand and implement library policy and procedures.
- Ability to interact with library management and frontline staff.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks may involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination

Candidate must qualify for the City of New Orleans Librarian I or II register