

# **PALnet System Director (Public and Academic Library Network)**

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## ***Job Summary:***

This full-time position has the operation responsibility of the PALnet library computer network and systems for PALnet member institutions and their branches, and facilitating access to their online resources. The System Director is responsible for the effective functioning of the PALnet computer systems under the general supervision of the PALnet Advisory Committee. Responsibilities include planning, budgeting, design, integration, implementation, operation, and evaluation. Duties include hiring and training of PALnet staff, overseeing and coordinating PALnet activities, acting as a liaison between vendors and libraries, making budget projections and monitoring expenditures. The Director must be able to communicate effectively with people of varying skill levels and work in a collaborative team environment.

## ***Essential Duties and Responsibilities:***

1. Makes recommendations to the PALnet Advisory Committee as related to the PALnet system regarding procedures, planning, developing and implementation.
2. Supervises development of the Horizon database including peripheral systems such as RPA and HIP.
3. Hires, trains, supervises and evaluates PALnet staff.
4. Manages all budget planning/forecasting activities and maintains fiscal responsibility for cost containment; recommends purchases based on projected needs.
5. Provides training, makes users aware of training opportunities, and facilitates special interest group meetings.
6. Troubleshoots all system problems (user, software, and hardware) and manages delivery of technical support (phone, email, web, and training) through direct interaction with library staff members.
7. Acts as liaison between member libraries, SirsiDynix, related vendors, and users including contract negotiation, delivery and oversight, delivery of new services, enhancements and new releases.
8. Manages organizational communications including technical assistance, budget information, meeting minutes, newsletters, reports, and related materials.
9. Responsible for overseeing the administration of PALnet produced and/or hosted websites or web pages.
10. Analyzes and recommends customization of PALnet and other vendor products.
11. Manages the process of Consortium relations and works to reach group consensus.
12. Works with affiliate organizations such as the Library of Michigan, MLC and MMLC on behalf of the PALnet members.
13. Works with potential new members to study feasibility of membership and investigates new initiatives of potential benefit to members.
14. Performs other related duties as may be required.

## ***Minimum Education, Skills, and Knowledge:***

1. Master's Degree in the library science field from an ALA accredited library school or Master's Degree in information technology, with extensive experience with an integrated library system.
2. Ability to work cooperatively with the Advisory Committee and Governing Board, community groups, public officials, co-workers and the general public.

3. Thorough knowledge of automated library system operations and procedures.
4. Ability to communicate general and technical information effectively to groups and individuals in oral and written form.
5. Organizational skills, ability to plan, prioritize, and implement initiatives effectively.
6. Proficiency in Microsoft Office; basic technical understanding of SQL, UNIX, HTML, relational databases and metadata.
7. Understanding of networking concepts.
8. Demonstrated leadership experience and a record of ongoing professional development.
9. Detail-oriented individual with a strong commitment to customer service.
10. Ability to keep accurate records and meet deadlines.
11. Ability to work in a team-oriented environment and to make individual contributions.

***Additional Desirable Qualifications:***

1. Experience in an academic library.
2. Demonstrated leadership ability in a consortium environment.
3. Experience with the management of SirsiDynix Horizon ILS.
4. Experience with both proprietary and open source library software applications.
5. Experience or training in cataloging, MARC records, OCLC.
6. Familiar with resource sharing and interlibrary loan systems, standards and software.

***Working Conditions:***

The primary location of the work site is at PALnet Headquarters. The position requires frequent travel to the member institutions, branches, and vendors. Required to work nights as needed and be on call for emergencies on weekends and evenings.

***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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand, and move about. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move equipment, up to 50 pounds. Specific vision abilities required by this job include close vision. Constant use of computers.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. This is not an exhaustive list of all job duties performed by this position.

***Special Requirements***

Possession of a valid Driver's License and automobile.