

PALnet Application Specialist (Public and Academic Library network)

About PALnet:

PALnet (Public and Academic Library Network) is a non-profit library automation consortium headquartered at Baker College in Flint, Michigan. PALnet administers the SirsiDynix Symphony integrated library system (ILS) and its supporting components and services for the libraries of Baker College, Mott Community College and Kettering University. PALnet's mission is to provide library technology and training that is innovative, collaborative, and financially viable for its members.

Job Summary:

This full-time, entry-level position of Application Specialist shares responsibilities in the administration of PALnet applications and related components. The Application Specialist must have the ability to communicate effectively with people of varying skill levels and be able to work in a collaborative team environment. This position works under the general supervision of the PALnet System Director. For individuals with limited experience, the position of Application Specialist provides an opportunity of learning and growth within the industry.

Essential Duties and Responsibilities:

1. Works with PALnet staff and member libraries to develop and enhance PALnet application interfaces.
2. Assists PALnet staff in maintaining PALnet public interfaces; including but not limited to PALnet's online public access catalog (OPAC), Website, Wiki and Listserv.
3. Assists PALnet staff with managing access to electronic resources subscribed to by PALnet libraries.
4. Supports the Systems Librarian in administering the Symphony ILS; including but not limited to circulation configurations, profile and policy updates and data migration duties.
5. Delivers support through direct interaction with member staff. This includes but not limited to: phone, email, web, training and Helpdesk (a task management system).
6. Supports the Systems Librarian with designing, publishing, and troubleshooting of statistical reporting through the administration of PALnet applications (Web Reporter, Directors Station, etc.).
7. Assists in the planning, development and implementation of new applications for PALnet.
8. Supports the System Director with duties such as basic server management.
9. Assists PALnet staff in providing training for member library staff.
10. Performs other related duties as may be required.

Minimum Education, Skills, and Knowledge:

1. Master's degree in library science from an ALA accredited library school; or a Bachelor's degree in an IT related field.
2. Experience using Windows XP, Windows 7 and Microsoft Office.
3. Knowledge of web-based languages such as HTML and CSS.
4. Knowledge of relational databases, for example Oracle and Microsoft SQL Server.
5. Basic understanding of networking concepts, web server administration and virtualization technologies.
6. Ability to communicate general and technical information effectively to groups and individuals in oral and written form.
7. Ability to work in a team-oriented environment and to make individual contributions.

Preferred Qualifications:

1. Knowledge of authentication and proxy applications.
2. Knowledge of Red Hat Linux, Microsoft Windows Server and virtualization technologies.
3. Experience with languages such as SQL and XML.

4. Experience in a library environment.
5. Experience using an Integrated Library System (ILS).

Working Conditions:

PALnet Headquarters is located on the Baker College campus in Flint, Michigan. The position requires travel to the member institutions, branches, and vendors. Required to work nights after closing 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 remain in a stationary position 80% of the time, need to occasionally move about the office and around the building, and may need to position self to maintain computers in the office, including under desks and in the server room. The employee will occasionally lift and/or move computer 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. They are not an exhaustive list of all job duties performed by this position.

Special Requirements:

Possession of a valid Driver's License and automobile.

Work Schedule:

40 hours per week, 52 weeks per year. Some evening and weekend hours may be required.

Compensation:

Salary based on education, experience, and existing wage rates for similar exempt positions within the PALnet consortium. Full benefit package.

Application Procedure:

Please submit cover letter and resume to:

Human Resource Department
Baker College for Professional Services
1050 W. Bristol Road
Flint, MI 48507
Fax: (810) 766-2109
E-mail: hr@baker.edu

AA/EOE