**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**KENT DISTRICT LIBRARY**

**An Equal Employment Opportunity Employer**

**POSITION TITLE**: ILS Specialist (union)                                                      **APPLICATION PERIOD:**

**LOCATION**: Service Center                                                                          Beginning:         December 22, 2014

**RATE**:   $45,448-$55,494   Full-time, 40 hrs/wk                                           Closing Date:    January 12, 2015

|  |
| --- |
| **DUTIES:** Investigates and recommends ILS technologies utilized by staff providing patron services. Determines and establishes protocols for the set up and modification of the ILS software. Maintains the ILS software through creation of login accounts, database codes, tables and indexes. Creates both standard and unique statistical reports, performing analysis of patron usage, customer needs, material needs and acquisitions. Provides ILS training and guidance to library staff. Creates new training references and materials for end users in support of the ILS. Represents the organization's interest in ILS user groups, participating in meetings and facilitation upgrades or enhancements as needed. Collaborates with the Webmaster to ensure consistency of patron experiences and  services throughout the KDL website. Collaborates with the Business Office to integrate ILS debt-collection services. Maintains the completeness and accuracy of the bibliographic and patron databases on the ILS. Coordinates the integration and maintenance of KDL's data in the MelCat library system. Maintains awareness of library trends through regular professional development and networking at the organizational, local and state level.**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Master's Degree in Library Science from an ALA accredited college or university. Library of Michigan Professional Certificate. Ability to travel between work locations and related places of businesses as needed. Working knowledge of public library operations, computer hardware and software applications. Ability to work under general supervision with latitude in exercising independent judgment and discretion. Interpersonal and communication skills necessary to plan and coordinate programs and activities, interact with various library staff and patrons. Analytical ability to interpret community interests and needs and identifies opportunities for improvement. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds. Hearing ability to answer telephone and patron inquiries. Computer skills necessary to effectively access information on the computer. Ability to operate a variety of library equipment including a computer, fax and copy machine.**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:** One to two years of professional librarian work experience. One to two years of ILS administrative related experience preferred. Bilingual English/Spanish preferred.**HOURS AND LOCATION:** KDL provides library services to our local communities seven days per week. All positions may require some evening and weekend hours, including Sundays. While this position is currently assigned to the above location, KDL reserves the right to require all employees to be available for assignments at any KDL location.All applicants for employment must be made on the [Kent District Library](http://tbe.taleo.net/CH09/ats/careers/jobSearch.jsp?org=KDL&cws=1) electronic application form and completed in full. Resumes will not be accepted or evaluated in lieu of application. All applicants must meet the minimum and special eligibility requirements, as listed on this job announcement, for the vacancy and file a timely application in order to be considered. Separate application forms must be submitted for each position for which an applicant wishes to apply. |