



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 15-067
TITLE: Innovation, Technology, and Collections Coordinator
DEPARTMENT: Main Library – 210 McMorran Blvd., Port Huron
WAGE RANGE: \$48,334 - \$63,601 (Annually Adjusted)
HOURS: Full Time
APPLY BETWEEN: July 13, 2015 through and including August 12, 2015.
OTHER INFORMATION: Open to St. Clair County Employees and the Public.

- *The Innovation, Technology, and Collections Coordinator position is millage funded and in compliance with the St. Clair County hiring policy guidelines instituted by the Board of Commissioners.*

GENERAL STATEMENT OF DUTIES:

Manages and facilitates technical services planning, internal business office systems, technology development, and collections access delivery; including systems applications, hardware, and web services for the St. Clair County Library System.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Knowledge in automated library systems, PC troubleshooting, Internet, and web page development.
Ability to work with vendors to identify and resolve hardware and software problems.
Ability to understand and identify the evolving trends of service delivery and the needs of patrons.
Significant problem solving and organizational skills necessary to coordinate diverse, simultaneous projects and the ability to work under pressure of deadlines and changing priorities.
A proactive, public service initiative with strong communication and interaction skills and the ability to relate to coworkers, the public, and other commercial agencies at all levels of technical expertise.
Solid analytical, organizational and planning skills.
Ability to work cohesively as member of a team.
High level of initiative and enthusiasm.

AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:

Master's degree in Information and Library Science from an A.L.A. accredited school or a Bachelor's degree in computer science or computer information required.
Minimum of 5 years professional experience in library or technology environment, preferably both.
Minimum of 2 years of supervisory experience.
The qualified candidate must possess a valid State of Michigan operator license and maintain this license during employment in the position.

SPECIAL NOTICE TO APPLICANTS: *When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.).*

The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply on-line at: www.stclaircounty.org
St. Clair County Human Resources Department
200 Grand River Avenue, Suite 206, Port Huron, MI 48060
Phone: 810-989-6910 ~ Fax: 810-966-2904
Email: HRRecruitment@stclaircounty.org

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