

## Spokane County Library District

**CLASSIFICATION: E15**

**POSITION TITLE:** Data and Web Services Administrator

**GENERAL PURPOSE:**

Responsible for operation of the District's web-based services. Administers the integrated library system (ILS). Provides training and support to appropriate user groups.

**POSITION SUMMARY**

Under the direction of the IT Manager, develops, administers, and maintains the District's public website functionality; assures graphic design consistency; installs, configures, maintains, and upgrades the integrated library system (ILS) production servers and test servers software. Administers the public website content with direction from the Web Services Team.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administers the public website content in accordance with direction from the Web Services Team. Contributes to planning discussions and provides technical advice and support; develops software criteria to improve web services; reviews and evaluates software products; and may configure software to meet the functional needs of the website. Administers website backend database.

Installs, maintains, upgrades, troubleshoots, and repairs the library's integrated library system (ILS) production server and web-based catalog server software. Uses vendor supplied APIs to generate specialized reports or to manipulate data; may use scripting languages and web oriented programming languages to contribute to ILS development.

Develops and implements new methods for providing access to the catalog, electronic resources and proprietary databases; evaluates and recommends new technologies and provides technical support for new technology initiatives; works with vendors to identify and resolve authentication problems with electronic databases.

Coordinates with the Network Administrator to assure website functionality, System Administrator to assure hardware functionality of web and ILS servers, and Graphic Designer to assure graphic design consistency.

Serves as a member of the Web Services Team.

Attends work on a regular and dependable basis.

Hears, sees, speaks, and listens to individuals in order to work with staff, vendors, and customers.

Reads materials in print or electronic format.

Interacts in a professional and respectful manner with District staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**SELECTION FACTORS**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Computer operations in a networked environment;
- Web development software and database programming languages;
- Hardware and software concepts, relational database design including SQL Server, web and informational design principles, html/xml, PHP, AJAX, Perl, VB and JAVA scripting.

**Ability to:**

- Assess needs, identify and write objectives, and determine implementation methods and resources;

- Manage web architecture and evaluate web technologies;
- Interpret complex technical concepts to non-technical staff;
- Effectively operate, troubleshoot, and assist in finding solutions to hardware and software malfunctions;
- Communicate effectively with staff and vendors both orally and in writing;
- Work effectively with co-workers, customers and vendors in a cooperative and respectful manner;
- Read and interpret technical journals, operating and procedures manuals;
- Represent the District's interests effectively and efficiently with vendors;
- Physically perform the essential functions of the job.

### **MINIMUM QUALIFICATIONS**

Persons applying to a position of this class should have:

Bachelor's degree in an information technology related field and three years current full time work experience with web-based design and database management. Experience with an Integrated Library System (ILS) preferred; experience with open source software development preferred.

**or** five years current, full time work experience with web-based design and database management may substitute for the bachelor's degree, including two years experience with open source software development. Two years current experience with an Integrated Library System (ILS) preferred.

**or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Read and use English and understand numbers.

Should be able to successfully pass a background check.

Should have a valid driver's license and normal risk insurability.

### **TOOLS AND EQUIPMENT USED**

Personal computer/servers with associated hardware and software; office equipment such as a telephone, copy machine, and fax machine.

### **WORK ENVIRONMENT**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer workstation or while standing at a counter for extended periods of time. Travel between branch locations may be necessary, requiring use of the employee's own motor vehicle. Physical exertion is required to service and lift office supplies, library materials, and computer equipment. Sufficient vision, hearing, or other powers of observation are essential to permit the employee to read library materials and a computer screen, and repair and maintain computer equipment.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Class: Exempt

Salary Range: E15

Revised/Reclassified: 07/01/10