

Technology Support Consultant – IT Library Coordinator: Section 21 – Describe the work

1. 25%

This position provides a broad range of IT and library technology services to the State Library of Kansas involving software, hardware, database, and electronic collections, for the purpose of expanding library services and programming. Areas of knowledge include computer networks and desktop services, automation, collection software, general electronic library services and resources, and cataloging standards and best practices.

Functions as a project lead for resource-sharing and technology-based services, working with the State Library Divisions and the Library Services and Technology Act (LSTA) Grant Administrator to plan and implement technology and resource sharing, and continuing education opportunities to Kansas residents, librarians, and Agencies of the State of Kansas

2. 25%

Monitors and stays abreast of developments in resource sharing technology, technical services, internet access issues, and current practices involving library services software and electronic collections.

Assists Agency and librarians in using technology effectively in delivering library services and developing new services and protocols.

3. 25%

Develops training for the State Library on technology topics; training may be conducted in multiple formats, including contracting with other entities for delivery. Coordinating with the State Library staff, training can be extended Regional Library Systems, State agencies, and individual libraries or librarians.

Serve as the point of contact for assistance with immediate needs of the State Library for hardware and software. Assess and submit help tickets to OITS.

4. 15%

Monitors developments in federal and state level telecommunications programs. Also reviews technology plans from public libraries as requested to ensure best practices are consistently met.

Participates in planning, implementing, and promoting statewide projects.

5. 10%

Assists the State Librarian and State Library Divisions with short- and long-range planning and preparation of strategies and delivering tactical plans for State Library and library service statewide.

Serves as backup to other library development projects as assigned.