



POSITION OPEN: ILS Systems Coordinator/Head of Materials Management

DATE AVAILABLE: Immediately

SALARY RANGE MINIMUM: \$89,867

CLASSIFICATION RANGE: 8

The library is seeking to fill the full-time position of Head of the Materials Management Department, which comprises the functions of circulation, cataloging and acquisitions, in the Main Library-DiMattia Building. The Head of Materials Management collaborates closely across departments and actively participates in library activities as a member of the Leadership Team. The successful candidate will have outstanding customer service skills, strong oral and written communication skills, knowledge of acquisitions and cataloging practices, supervisory experience and proficiency with Sierra, the library's ILS or an equivalent system.

Founded in 1877, and incorporated as an association library in 1880, The Ferguson Library is Stamford's public library. With major annual funding from the city, it operates a Main Library downtown, four neighborhood branches, and a bookmobile.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs, and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

DUTIES INCLUDE:

1. Maintaining the integrated library system including updating the system's circulation policy settings and data tables; troubleshooting issues; updating notice templates upon request; batch uploading student records; and assisting cataloging staff with database clean-up.
2. Collaborating with ILS support staff and 3rd party vendors as necessary to provide technical support related to connectivity and stability issues.
3. Supporting the setup and implementation of 3rd party vendor services for member libraries; coordinating patron authentication via SIP2 and API as needed.
4. Training, supervising, motivating, and evaluating the work of the materials management staff in accordance with library policies, procedures, and performance standards.
5. Overseeing daily operations of the Linked Libraries program.
<https://www.fergusonlibrary.org/services/educators/linked-libraries>
6. Assisting the library's IT team with strategic planning for library technology needs.
7. Making work schedules and processing the weekly time sheets for department employees, both full and part time.

8. Providing direct service to the public at the Circulation Desk. Resolving circulation problems and explaining circulation policies to the public.
9. Providing monthly reports, including statistical reports and analyses, of circulation activity, interlibrary loan and updates from our collection agency.
10. Attending conferences, workshops, and meetings for professional development. Stay informed about AI technologies relevant to library services and exploring AI-driven solutions for enhancing user experience.

QUALIFICATIONS

1. Masters Degree in Library Science or Information Science, or an equivalent combination of education and training preferred; plus, a minimum of three to five years' progressive library experience, with at least two in a supervisory role
2. Knowledge of library services and processes including acquisitions and cataloging; circulation; interlibrary loan; and patron privacy.
3. Knowledge of ILS systems; in-depth experience with Innovative Interface's Sierra highly desirable.
4. Working knowledge of MS Office Suite programs, with intermediate to advanced skills in Excel.
5. Excellent interpersonal skills and customer service skills.
6. Strong analytical and problem-solving skills.
7. Ability to quickly learn and adopt new technologies.

If you are interested in being considered for this position, please submit a resume and cover letter by email to the Director of Human Resources, at apply@fergusonlibrary.org with the job title in the subject line. This position will remain open until it is filled.