POSITION OPENING

Information Services Manager

Come Join Our Team!

The Wabash Carnegie Public Library has an opening for the Information Services Manager as part of its team. The position is a full-time position with benefits. The Information Services Manager oversees the use and maintenance of the library’s computers with technical support from the Intersect Technologies. Serves as the library’s Head of Reference and oversees Interlibrary Loan for the library. Reports to the Library’s Executive Director.

Main Responsibilities: Oversees and maintains the library’s web site. Monitors the effectiveness of library hardware and software and makes recommendations for maintenance and upgrades. Assists customers at the Information Desk including the use of Microsoft software along with reference queries using print resources and electronic information. Processes all ILL requests. Selects DVDs, music CDs, electronic resources.

Minimum requirements: Team-oriented work ethic, welcoming manner, service oriented, personable, interest and enthusiasm for learning, organizational ability, trustworthiness, energy, initiative, good judgement, reliability, resourcefulness, and ability to work under pressure. Good and effective computer skills and communication also needed.

Salary: Range of pay as $13.83 or $14.60 per hour or $27,000 to 28,500 yearly.

Education: Library certification 5 [60 hours of college or associated degree, plus 9 semester hours of required library science courses] or significant progress toward.

To apply: Job Description and application of employment are available at the Library Circulation Desk and available on the Library’s web site (www.wabash.lib.in.us). Return a cover letter and resume to the Wabash Carnegie Public Library at 188 W Hill Street or e-mail to Ware W. Wimberly III at warew@wabash.lib.in.us. For questions, one can contact Ware W. Wimberly III at (260) 563-2972.
POSITION: Information Services Manager
REPORTS TO: Library Director

NATURE OF WORK:
The Information Services Manager oversees the use and maintenance of the library’s computers with technical support from the Intersect Technologies. Serves as the library’s Head of Reference and assists in the administration of the POLARIS automated library system.

RESPONSIBILITIES:
Assists in the operation of the POLARIS system. Oversees and maintains the library’s web site. Monitors the effectiveness of library hardware and software and makes recommendations for maintenance and upgrades. Assists patrons in the use of Microsoft software and answers reference queries using print resources and electronic information. Processes all ILL requests. Selects DVDs, music CDs, electric resources. Orders, organizes, and displays federal and state tax forms. Performs any other responsibilities as assigned. Will handle money in transactional functions with customer related to copies, fines, etc.

QUALIFICATIONS:
A basic understanding of computers and the use of electronic information. Demonstrated skill in using Microsoft software, including Word, Access, Excel, PowerPoint, and Publisher. Ability to instruct others and to organize materials and information in an effective manner. An enthusiasm for learning and passion for information. Good written and oral communication skills. Personable, service oriented, trustworthy, reliable, and resourceful. Ability to work under pressure in a public area. Neat appearance and social maturity. Willingness to work evenings and Saturdays. Willingness to attend continuing education events or complete continuing education courses.

PHYSICAL REQUIREMENTS:
Reach 80” high; stoop 12” from floor level; push a book cart, 4 shelves, containing approximately 68 books, weighing approximately 80 pounds; visually identify information on a printed page and on a computer screen; audibly comprehend the meaning of spoken words.

EDUCATION:
Library Certification 5 [60 hours of college or associated degree, plus 9 semester hours of required library science courses] or significant progress toward.

COMPENSATION:
This is a full-time salaried position. Compensation is set annually by the Board of Trustees. Full benefits listed in the library’s Personnel Policy.

10/00; 12/04; 9/05; 1/12/10; 10/21/15; 12/13/16