

ADMINISTRATIVE OPENING
Baker College Professional Services
Internal & External Posting

POSITION: Full-Time, PALnet Application Specialist

REPORTS TO: PALnet System Director

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's degree in Library Science from an ALA accredited school or a bachelor's degree in an IT related field with experience in a library environment required
- Working knowledge in two of the following: Linux, Windows Server, VMware EXSI required
- Working knowledge of web technologies including HTML, CSS, XML, SQL, Bash shell required
- Advanced experience with Windows XP, Windows 7 and Microsoft Office required
- Experience using relational databases, such as Oracle and Microsoft SQL Server required
- Must have a basic understanding of virtualization technologies, networking concepts and web server administration
- Must have the ability to communicate general and technical information effectively in oral and written form
- Must have the ability to work in a team-oriented environment and to make individual contributions

JOB SUMMARY:

Under the general supervision of the PALnet System Director, this position shares responsibilities in the administration of all PALnet applications and related components. This includes troubleshooting, configuring and coordinating of applications and services involving PALnet's electronic resources, system databases and server platforms. PALnet (Public and Academic Library Network) is a non-profit library consortium headquartered at Baker College in Flint, Michigan. PALnet administers the SirsiDynix Symphony integrated library system (ILS) and its supporting components and services for the libraries of: Baker College, Mott Community College and Kettering University.

DUTIES AND RESPONSIBILITIES:

- Work with PALnet team and member libraries to develop and enhance and promote the public interfaces to services provided by PALnet application interfaces
- Configures and troubleshoots authentication and access to electronic resources subscribed to by PALnet libraries
- Designs and maintains procedures for e-content delivery involving eBooks, online resources, websites and portals
- Assists in the development and maintenance of all PALnet public interfaces
- Supports the Systems Librarian in administering the Symphony Integrated Library System
- Delivers technical support and training through direct interaction with member staff
- Supports the Systems Librarian with designing, publishing, and troubleshooting of statistical reporting
- Assists the System Director with duties in server and network management
- Troubleshoots and responds to daily requests from PALnet members and patrons
- Other duties as assigned

WORK SCHEDULE: 40 hours per week, 52 weeks per year
Position located in Flint, Michigan

STARTING DATE: ASAP

COMPENSATION: Salary based on education, experience, and existing wage rates for similar positions within the PALnet consortium. Full benefit package.

APPLICATION PROCEDURE: Please submit cover letter and resume by February 6, 2012 to:

Human Resource Department
Baker College for Professional Services
1050 W. Bristol Road
Flint, MI 48507
Fax: (810) 766-2109
E-mail: hr@baker.edu

AA/EOE