

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Library System Officer	<b>Reports to:</b>	Library Management System Manager
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## 2. Job Purpose:

Library System Officer will provide assistance to the Library Management System Team on all issues related to Sierra ILMS. This position is required to provide support in high level of complex technical issues, independence, coordination and problem solving related to teaching and learning technologies.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>		TBD	
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0
		<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Provide regular support with day to day operation of Millennium/Sierra database.
- Install Sierra Desktop Application on staff and other required workstations.
- Assist in the planning and coordination of data migration between systems.
- Assist to analyze and prepare bibliographical data for conversion to MARC21 format and/or related standards such as MARC, AACR2, OCLC, Dublin Core, EAD, NIH and other Metadata Standards
- Provide support for the Sierra ILMS Arabic interface
- Contribute to existing and new digitization projects
- Maintain statistics and prepare reports as required
- Develop and update and keep documentation on policies and procedures
- Liaise with external and internal team
- Provide assistance in configuration and customization of assistive technology software to provide high level technical support to the Public services team
- Keep abreast of developments, trends and issues in areas of responsibility
- Participate in team work and committees as needed
- Perform miscellaneous duties and conduct special projects as assigned
- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility.
- Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.
- This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position

## 5. Operating Environment, Framework & Boundaries:

The Library System Officer must adhere to all applicable QF and Library Policies & Procedures and must ensure all policies and procedures comply with global standards and leading practices. The incumbent must ensure that all activities within the Qatar National Library conform to relevant legislation and ISO Standards. The incumbent will be located in the Qatar National Library and will perform work in a normal office environment. Outside office hours may be required due to the nature of work.

## 6. Communications and Working Relationships:

- Library Management System Manager- on defining priorities, reviewing work progress
- Library IT staff - on collaborating on various IT projects
- External database vendors - on troubleshooting and technical issues on library application

development and access

- End users - on training and resolving technical problems

### 7. Problem Solving & Complexity:

This position requires a great depth of expertise and knowledge in the field of Library IT developments. This position requires in depth knowledge of multi-disciplinary relational databases. The incumbent makes use of professional judgement and experience on issues related to database evaluation, implementation, access, maintenance and management.

### 8. Decision Making Authority & Responsibility:



Level C - This job operates within standardised procedures, practices and routine and general work instructions. Supervision is general and is concerned with progress and results.

### 9. Knowledge, Skills & Experience:

- Bachelor's Degree in Library Sciences and/or Information Studies, Information science (or equivalent)
- 4+ years of working experience with Sierra ILMS is mandatory
- Working Knowledge of MARC 21 and other international Library and archive related METADATA Standards.
- Working knowledge of Access database, SQL Language, data query and analysis tool
- Experience with Unix, Perl, Java, Javascript, MySQL, and C++
- Experience in some or all of the following: Apache, IIS, JBoss/J2EE Application Servers, Tomcat, MySQL.
- Working with relational databases such as MySQL or Postgresql.
- Experience with digital library standards, such as, Dublin Core, MARC, METS, EAD, and OAI-PMH.
- Experience with database and system design concepts.
- Experience of integrating multimedia on the web.
- Excellent testing and troubleshooting capabilities.
- Excellent time management and verbal and written communication skills.

### 10. Approvals:

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

Approved: 	Signature: 	Date: 9/18/17
Name:		