

## **ILS Administrator**

The Public Library of Youngstown & Mahoning County is currently seeking a Full-time, permanent ILS Administrator. This position is responsible for managing the operation of the system wide Integrated Library System (ILS) as well as applications related to data collection and analysis.

**Job Duties:** The ILS Administrator holds the primary responsibility of the day-to-day monitoring, maintenance and ongoing development of the Library's ILS platform (Sierra) and serves as the point of contact for data analytics products such as Innovative's Decision Center and OrangeBoy's Savannah. This includes supporting staff system-wide to ensure accuracy, reliability and usability of the ILS and collaborating with other departments throughout the system to identify and coordinate the resolution of server and application-level issues in support of library services. Other responsibilities include maintaining contracts, ensuring software updates, coordinating planned maintenance, and arranging support calls for ILS-related systems. This position also generates statistical data and reports to provide timely data and analysis to appropriate decision makers. The ILS Administrator is expected to provide excellent and timely internal customer service, responding to employee questions, concerns and help requests. This includes training staff on specific functions of the ILS to help streamline processes.

**Requirements:** Master's degree in library and information science, computer science or related field strongly preferred. Bachelor's degree in library science, computer science or related field with equivalent experience may be accepted. A minimum of three years' experience in ILS administration, database administration, or administration of other business systems is required. Experience with Sierra strongly preferred. Knowledge of and experience with ILS applications, SQL, Microsoft Windows and Microsoft Office application suite with an emphasis on Excel. Strong analytical and troubleshooting skills with the capacity to understand and interpret data. This includes the ability to produce, analyze, and provide recommendations based on statistical data. Above average communication skills, both written and verbal, including public speaking skills, interpersonal skills, as well as the ability to effectively communicate technical concepts to non-technical audiences.

The pay range for this position is \$42,600 - \$64,000 with an excellent fringe benefits package.

Apply online - [ILS Administrator](#)

Email [employment@libraryvisit.org](mailto:employment@libraryvisit.org) if you experience any issues with the online portal

**NO CALLS, PLEASE!**

**EOE: M/F/V/D**