

Outagamie Waupaca Library System

Position Description

Title: OWLSnet Manager
Classification: Professional II

General Description

The OWLSnet Manager is responsible for the overall administration of OWLSnet, including the coordination of policies and procedures agreed upon by consortium members, and working with the Library Services Manager on the technical operation of library automation software. The OWLSnet Manager also serves in an advisory capacity to the Director, administering, planning and evaluating the system's overall program of service. Other responsibilities include professional consultation and development, trustee education, and special projects as assigned by the Director. The OWLSnet Manager is supervised by the Director and regularly reports to the Director.

Specific Duties:

- A. Administers the OWLSnet program.
 - 1. Oversees the operation and development of the library automation services used by the OWLSnet consortium.
 - 2. Coordinates meetings of the Administrative Advisory Committee
 - 3. Trains, or arranges for automation staff to train, OWLSnet libraries to use the library automation software effectively.
 - 4. Develops documentation for consortium use of library automation software.
 - 5. Consults regularly with the Director, Library Services Manager, and the Computer Network Manager regarding the overall operation of the network.
 - 6. Supervises the Circulation Specialist and ILS/Technology Coordinator.
 - 7. Maintains the OWLSnet section of OWLSweb.

- B. Assists the Director with the administration of the library system in compliance with statutory service requirements and Division for Libraries and Technology guidelines.
 - 1. Assists with planning and evaluation of system programs.
 - 2. Assists in facilitating staff meetings and staff development.
 - 3. Participates with the Director in regular meetings with Appleton Public Library's Director and Assistant Director.
 - 4. Substitutes as necessary for the Director in their absence.

- C. Coordinates the provision of continuing education and training for member library staff.
 - 1. Ensures that member library directors have appropriate, high-quality continuing education opportunities to meet certification needs.
 - 2. Coordinates co-sponsoring of continuing education programs with other agencies, especially neighboring public library systems.

3. Disseminates information about CE opportunities sponsored by OWLS and other agencies.
 4. Manages online meeting software to provide continuing education and training to member library staff.
 5. Coordinates continuing education scholarship program and serves as system CE validator.
 6. Oversees trustee education resources and programming, including collaborative efforts with other systems or libraries.
 7. Represents system at state meetings of continuing education coordinators.
- D. Coordinates the provision of library services to users with special needs.
1. Consults with member libraries regarding the promotion and facilitation of library service to users with special needs.
 2. Plans, applies for, and implements LSTA funded projects to improve library services for users with special needs.
 3. Serves as the system liaison to area groups and organizations that serve special needs populations, e.g. Fox Valley Literacy Council.
 4. Represents system at state meetings of special needs coordinators.
- E. Coordinates support and hosting of local digital content.
1. Participates in state-wide and regional collaborative conversations.
 2. Planning for sustainable hosting.
 3. Maintains standards for metadata harvesting for state and national repositories.
 4. Provides assistance to member libraries for initiating and continuing local digitization projects.
- F. Other duties
1. Recommends to the Director, and on approval, coordinates implementation of special projects that will enable the system to meet its goals more efficiently and effectively.
 2. Coordinates scheduling of events and activities across programs.
 3. Participates regularly in activities that promote professional development.
 4. Participates regularly in professional activities at the state level.
 5. Performs others tasks as required by Director.

Desirable Background

- Management experience in personnel management, organizational planning and evaluation, and program planning and evaluation.
- Special training and skills in interpersonal dynamics, group facilitation, or consensus-building.
- Progressively responsible experience, including administrative responsibilities in a public organization or agency.
- Knowledge of public administration principles, procedures, technology, goals and philosophy of service.
- Familiarity with Sierra/Millennium library automation software and experience working in an automation consortium environment.

Requirements

- Master's degree in Library Science.
- Experience in working with automated circulation and catalog systems.
- Excellent written and verbal communication skills and the ability to work well with a wide variety and diversity of people.
- Proficiency in using computers, including proficiency with Windows operating system, spreadsheets, word processing, email, and web browsing applications.
- Valid Wisconsin driver's license or ability to obtain one, means of transportation, and willingness to travel to member libraries and state-level meetings.
- Willingness to attend relevant statewide, regional and national conferences.
- Willingness to work flexible hours, including some evenings or weekends.