

POSITION: MeLCat Support Specialist & Statewide Delivery Coordinator

Primary Responsibilities:

Participate as active, effective member of the Shared Library Systems team with primary responsibility for coordination of RIDES, the statewide delivery service. Assist with planning, implementing, and supporting the resource sharing services provided by MeLCat.

Characteristic Duties:

1. Provide support for MeLCat and statewide delivery (RIDES) users through the helpdesk and associated resources
2. Primary liaison with contracted delivery courier service
3. Administer statewide delivery contract and subscriptions
4. Assist with training MeLCat libraries

Related Duties:

1. Attend Shared Library Systems team meetings
2. Attend MCLS staff meetings
3. Present updates at conferences, meetings, etc
4. Attend seminars and workshops related to general professional growth
5. Maintain thorough knowledge of trends and products in the library and technology marketplace
6. Other duties as assigned

Required Qualifications:

1. Bachelor's degree, or equivalent combination of education and experience
2. Excellent project management skills
3. Excellent verbal and written communication skills
4. Excellent problem-solving skills
5. Basic accounting and Excel skills
6. Experience with technology training and support
7. Demonstrated aptitude for learning new technologies
8. Demonstrated ability to work independently as well as collaboratively

Desired Qualifications

1. 3 or more years library or consortial experience
2. Familiarity with MeLCat and/or RIDES

Salary Range:

\$45,000 minimum

Supervision Received:

Supervision received from the Manager of Shared Library Systems

Supervision Exercised:

None