



Administration Committee July 10, 2012

PRESENT: Jim Reilly, Phil Erlich, Julie Zelman, Tim Burke, Heidi Fuge

4:12 PM – Meeting called to order by J. Reilly, Chair

I. REVISED JOB DESCRIPTION

T. Burke presented the revised job description for the Systems Administrator position. The description was revised in order to make sure that it covered all of the physical activities involved in assisting the member libraries with technology implementation.

J. Zelman asked if a statement should be added to require that staff be more familiar with the policies of the individual member libraries. T. Burke noted that any further policy changes should be considered after the new Plan of Service is in place.

REQUIRES BOARD ACTION

MOTION: P. Erlich moved to recommend Board approval of the revised job description with all of the discussed amendments. J. Zelman seconded. Unanimous.

II. ROOF PROJECT

T. Burke explained that there have been some changes in the costs for the new roof project. Potential costs increases included a Prevailing Wage increase and materials increases. He handed out a copy of a 1991 letter from James Tuttle, the UHLS attorney, noting that UHLS was not subject to the Prevailing Wage Law. As part of the contract with Edgar Roofing, they will be requesting a statement representing the same that will need to be signed by the Board President. The Committee thought it prudent to request that the UHLS attorney should review and re-affirm the opinion letter on the Prevailing Wage Law. It was also suggested that James Tuttle should review the contract from Edgar Roofing.

REQUIRES BOARD ACTION

MOTION: P. Erlich moved to recommend execution of a new contract for the roof project, including a statement regarding UHLS exemption from the Prevailing Wage Law, subject to approval by Counsel. J. Zelman seconded. Unanimous.

III. OTHER BUSINESS

T. Burke noted that he heard many comments at the Annual Dinner regarding the fact that people seemed to like an extended opportunity to move around and converse with other people both before and after the dinner. No one seemed to miss a speaker. He also heard many comments that suggest it would be a good idea to hold the 2013 dinner in Rensselaer County. He noted that we are currently looking into the Crooked Lake House and would be willing to consider any other suggestions. The success of the dinner cruise in 2011 and the dinner and library Open House in 2012 have set precedents for change in the way that the dinner is planned and perceived. J. Zelman offered to investigate the Recovery Room in Rensselaer County.

MOTION: P. Erlich moved to adjourn. J. Zelman seconded.
Unanimous. Meeting adjourned at 4:45 PM.

Heidi A. Fuge
7/10/12



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Job Description

Job Title: Systems Administrator (formerly Manager, Technology Services)

FLSA: Exempt

Date: 12/02 (revised by UHLS Board of Trustees 7/11/12)

Job Summary: Manages and serves as a consultant for all aspects of the UHLAN wide area network (WAN) and UHLS local area network (LAN), including troubleshooting, purchasing, upgrading, maintaining, running reports and training; performs other duties as assigned.

Essential Functions:

1. Manages the UHLS automation system for member libraries; including servers, wide-area networks and local area networks;
 2. Manages all functions and operations of technology services;
 3. Explores and keeps abreast of new technology; plans implementation of new services;
 4. Provides technical guidance and support to System staff; provides consultation and assistance to member libraries in deploying technology, PC purchase, network design, and Internet access;
 5. Installs, configures, and upgrades UHLAN database server hardware/software; assists member libraries in the installation, configuration and upgrade of hardware/software;
 6. Troubleshoots and solves problems with system malfunctions and telecommunications;
 7. Develops and provides computer generated reports for staff and member libraries;
 8. Monitors the use of equipment and software, recommends purchase of equipment and software to maintain and improve the functioning of the UHLAN system; and
 9. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Working knowledge of Upper Hudson Library System policies and procedures;
 2. Advanced knowledge of hardware, telecommunications systems, and software;
 3. Ability to research, implement, and maintain existing and new technologies and ensure the effectiveness of same;
 4. Knowledge of automation/technology management and planning; LANs/WANs, PC technology and database management;
 5. Ability to learn and understand library applications of technology and automation e.g. MARC records and information retrieval;
 6. Ability to effectively communicate with other staff members and maintain effective working relationships with staff and others;
 7. Ability to prioritize and multitask while also maintaining a high degree of flexibility (may be required to be on-call seven days a week); and
 8. Ability to present written and oral communications clearly and concisely.
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Education and Experience:

1. Bachelor's Degree in a computer related field; and
2. Five or more years of recent experience managing area wide networks, including at least one year of experience maintaining an Integrated Library System.

Physical and Environmental Conditions:

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60+% of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meetings and training rooms, libraries, and vehicles, e.g., use of safe work place practices with office equipment and tools, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.