

Library Staff Position Description

Staff Member:	Arthur Almazan
Position Title:	IT Coordinator
Rank:	Unclassified
Basic Function and Responsibility:	To inform IT decisions and pursue projects that enhance the role of computing technology as it supports the Library's mission. To provide first-level hardware and software support to Library faculty and staff, and coordinate support with campus IT departments. To supervise the logistics and staffing of patron-serving computer lab.
Library Responsibilities:	<ul style="list-style-type: none">▪ Provide experience and expertise to Library faculty in planning technology projects and IT support policies.▪ Manage implementation of technology projects and create support policies.▪ Represent Library user needs to campus IT planning and support departments.▪ Provide first-contact support for computing hardware and software used by faculty, staff, and patrons.▪ Coordinate IT support with campus IT departments and outside vendors.▪ Manage the logistics of patron-serving computer lab; including software support, hardware support, supplies, and repairs.▪ Recruit, train, and supervise patron-serving staff for computer lab.
Research Responsibilities:	N/A
Service Responsibilities:	Contribute experience and expertise to Library IT planning committees and implementation projects. Represent Library user needs on campus-wide IT planning committees and implementation projects.
Reports to:	Assistant Dean for Technical Services