

# Assistant Database Administrator

## Job Purpose and Summary:

This is a contract temporary position that provides analysis, planning, design and support of complex Peninsula Library System (PLS) automated library system database working closely with the Database Manager.

## Key or Typical Tasks and Responsibilities:

Assist Database Manager with maintaining the accuracy of the PLS automated library system database by scheduling regular update cycles and performing both scheduled and ad-hoc maintenance tasks, contacting agencies or researching information; correct, update, and prepare records for data entry.

Perform system administrative functions for integrated library system such as resizing files, running routine programs, troubleshooting performance problems, and updating code tables.

Set up and maintain system parameters that support the bibliographic database and the online public catalog; test software upgrades; perform database cleanup activities as assigned.

Prepare and run regularly scheduled reports; design customized reports for member libraries.

Provide expertise and advice related to cataloging and MARC coding, effective use of bibliographic database, and file structures.

Maintain specialized lists and reports.

## Qualifications:

### Education and Experience

Bachelor's degree or equivalent tech training & experience

### Knowledge of:

Library cataloging and classification systems, including principles and practices of information architecture and database development and maintenance

SQL, including experience writing scripts to access SQL databases

### Ability to:

Communicate effectively in person, over the telephone, electronically, and in writing with a wide variety of people, including coworkers and member library staff.

Provide database research service to member libraries.

Provide excellent customer service.

Gain knowledge of cataloging, classification, and database design and maintenance.

Work independently and as a team member to plan, organize, and execute the duties of the position.

## To Apply:

Please send your resume and cover letter to the PLS Office Manager Wendy Cao [caow@plsinfo.org](mailto:caow@plsinfo.org).