

IT Technical Job Classification

IT Job Title: Computer Media Librarian

State Job Title:

Classification: T080

Pay Grade:

Job Summary

Maintains the Computer Library including rotating tapes or media and making backups of all the data centers tapes or recorded media. Labels the media with the correct identification according to the system standards. Makes certain the master files are rotated off site as scheduled by each individual system. Inventories the library and produces reports to project managers for their review. Checks media in and out of user libraries.

Essential Duties:

- Interfaces between the computer operator and the library so only one person pulls or stores an electronic media.
- Makes certain computer operator has sufficient scratch tapes and maintains adequate inventories of media and supplies.
- If the library is maintained by a robot, he or she must maintain and check the library inventory.
- Labels media as required by IT standards.
- Maintains complete documentation on media libraries
- Produces detailed reports on each tape or electronic storage media and scratches media when the date of expiration is reported.
- Distributes library reports to the appropriate project manager or user.
- Scratches dead files and maintains the centers backup files
- Tracks all files rotated off site and maintains accurate reports
- Cleans tapes as required.
- Performs other tasks as required

Education

High School Diploma required but an Associate degree in Data Processing is desirable
Understands how to maintain computer files using update and reporting computer systems

Experience

Any experience in scheduling in computing is desirable Understands how to maintain computer files using update and reporting computer systems. Records maintenance skills are a must

Leadership

May have to supervise student assistants