

TAPE LIBRARIAN

GENERAL STATEMENT OF DUTIES: Maintains a library of magnetic media for an Information Systems operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for classification, logging, storing and controlling the issuance of magnetic media such as tapes, discs, diskettes and cassettes in a library which is part of an electronic data processing operation. Incumbent may be assigned to anyone of three workshifts. Supervision is not a regular responsibility of this class, however, partial supervision may be exercised over a small clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Classifies, catalogs, and issues magnetic storage media used for data processing production and testing cycles. Stores magnetic media (tapes, disc, diskettes, cassettes) according to classification and catalog designation (by user, cycle, retention period);

Inspects magnetic tapes to determine if tape requires replacement due to wear or damage. Operates and maintains special cleaning and certification equipment used in the maintenance of magnetic tapes;

Records and maintains predetermined record count information to check validity of data being updated;

Dispenses or obtains tapes or discs from stored area in library according to schedule or as requested by computer operators or other authorized personnel; logs material back in after use and refiles;

Maintains on-going records of all magnetic or printed media stored, both in-house and off-site, for security and back-up purposes, takes periodic inventory to verify accuracy of listings;

Maintains records of all magnetic media received from or sent to other state or local government agencies, affiliated unions, banks, etc.;

Reviews new production cycle specifications for completeness in the area of media resource, storage, back-up and retention requirements;

Maintains operational and vendor-supplied documentation relating to computer operations and all other procedural documentation retained by the operations section;

Maintains and controls all supplies and expendables necessary to support the library, tape maintenance and documentation;

Maintains storage area in a neat and orderly manner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures used in maintaining a tape/disc library and in keeping the records pertinent thereto; ability to understand and carry out oral and written directions; reliability; accuracy; initiative; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma and two years of experience as a computer center librarian, computer operator, EDP clerk, or data entry clerk, which must have included at least six months of tape librarian responsibilities.