

## **Dale Robert Kittendorf**

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## **Education**

### **University of Texas**

Austin, TX

**Full Stack Web Development Boot Camp**

### **Austin Community College**

Austin, TX

*Course: ITSE 1301 Web Design Tools*

### **Wayne State University**

Detroit, MI

**Masters Degree in Library and Information Science**

### **Wayne State University**

Detroit, MI

**B.A. History**

### **Central Michigan University**

Mt. Pleasant, MI

*Coursework: Political Science & Business*

## **Work Experience**

### **AUSTIN PUBLIC LIBRARY**

Austin, TX

#### **Media Selector/ Sight & Sound Curator**

(Sept. 2014- Mar 2020)

Responsibilities: Lead Electric Lady Bird music streaming project. Selected all Adult (English Language) Media materials for 22 branch locations; including Music CDs, Entertainment and Non-Fiction DVDs and Blu-rays and Audio-books (Fiction and Non-Fiction). Vendors used include: Midwest Tape, Baker & Taylor, Recorded Books, Overdrive, Ingram and Blackstone. Responded to staff and patron material requests. Created and troubleshoot budget tracking spreadsheets for all selectors. Monitored branch weeding using Collection HQ. Trained staff in the use of Collection HQ. Assisted with setup of new vendor templates, adding fund and hold codes.

### **ST. CLAIR COUNTY LIBRARY**

Port Huron, MI

#### **Main Library Coordinator / Marketing Coordinator**

Responsibilities: Coordinated, supervised and hired for all departments of the Main Library: Circulation, Reference, Children's Library, Technical Services, Periodicals/ Government Documents, ILL, LBPH and the Administrative Office staff. Coordinated system-wide policies and budgets as part of the administrative team. Served as working Department Head for Marketing Department. Maintained schedules and records for library personnel (approximately 50 employees). Served on library technology committee. Coordinated building repairs and

renovations. Analyzed and assigned Main Library materials budgets. Responsible for setup, implementation and collection development of Overdrive eBook and eAudiobook collection. Lead circulation policy committee. Attended regular Library Friends Group and Adult Literacy Group meetings as library liaison. Lead implementation of electronic payroll system.

### **Branch Coordinator**

Port Huron, MI

Responsibilities: Coordinated the operation of 10 branch libraries across St Clair County. Oversight of system-wide policies, and procedures. Maintained scheduling, payroll and hiring for 10 branches (approximately 60 employees). Monitored branch material budgets. Coordinated and conducted staff-wide meetings, and training. Involved in system-wide budgeting as part of the administrative team. Continued selection/ deselection of Main Library music CD collection.

### **Adult Services Coordinator**

Port Huron, MI

Responsibilities: Coordinated and supervised the operations of all divisions within the Adult Services Department of the Main Library(Port Huron) : Circulation, Reference, Periodicals/ Government Documents, ILL and LBPH. System-wide policy setting and budgeting as part of the administrative team. Serve on library technology committee. Maintain schedule for Main Library. Continued selection/ deselection of Main Library music CD collection.

### **Technical Services / Web Specialist**

Port Huron, MI

Responsibilities: Designed, created, and maintained the library's website. Original and copy cataloging using MARC protocols for centralized library system catalog. Made online databases available from the library's web page, acted as primary liaison with database vendors. Troubleshooter for website and database problems. Ran system backups on Unix Horizon server. Assisted with conversion from Dynix terminal ILS to Horizon GUI ILS. Worked regular shifts at reference information desk providing computer assistance, as well as general information services. Served on library technology committee. Customized Horizon electronic card catalog. Conducted authority file cleanup of database. Selected library materials for purchase and aided in collection development.

## **Web Project Experience**

<https://github.com/drkittendorf>

<https://drkittendorf.github.io/portfolio/>