

Job Title:

- Network Administrator/Library IT & Network Specialist

Reports to:

- Network Manager

Work Schedule:

- Full time 37.5 hours per week. Rotation of "On Call" nights and weekends.

Job Objective:

- The person in this position performs professional duties to ensure the effective and efficient operation of the Integrated Library System (ILS) and Wide Area Network (WAN), serving as the operator and technical support specialist in a nonprofit venue.

Essential Job Functions:

- This position assists in maintaining the WAN and ILS; serving as an operator and technical support specialist.
- Provides technical assistance, training support and consults in the selection, use and maintenance of system related hardware and software.
- Acts as troubleshooter for system telecommunications.
- Supports network and ILS operations to the desktop level in the consortium libraries.
- Attends meetings as required to remain current with network priorities as they relate to service priorities.
- Prepares documentation, demonstrations, and training to assist local library automation coordinators with the installation of software.
- Supports and troubleshoots client PCs, email applications and peripheral equipment.
- Configures and supports print servers on the network
- Responsible for Enterprise level applications and software such as anti-virus, filtering, wireless service, exchange server and email applications, active directory and group policy.
- Responsible for planning network upgrades and advising the System Administrator on implementation
- Other duties as required.

Essential Knowledge, Skills & Abilities

- Bachelor or Associate Degree in an IT or related field preferred.
- Knowledge of Online Integrated Library Systems, LANs, Telecommunications, and Personal Computer Software.
- Keen on learning the public library professional philosophies of service to public, collection development approaches, and standard public library collection materials, publishers and vendors.
- Knowledge of and ability to be trained in the various technological advances in the library profession such as the utilization of computerized equipment and computer applications and tools to manage public access.
- Skilled in providing assistance, recommendations and guidance in the use of MCLINC services and materials for Consortium Libraries
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Strong ability to self-direct with excellent collaborative teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English
- Personable, with excellent professional image, superior planning, organizational and multitasking skills. And strong presentation/teaching skills.
- Valid driver's license; ability to travel within Montgomery County, PA required.

Talents:

- Service, ethics, responsibility, creativity, empathy, persuasion

Leadership Competencies:

- Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

Physical Demands:

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer components i.e. Keyboard mouse, small tools, etc.
- Good vision; correctible to 20/20 and in color, clear speaking voice and good hearing.

General Requirements for All Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change; work as a team member
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow MCLINC policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff, department and Consortia meetings.

Salary and Benefits:

- Low to mid 50's DOE, with excellent fringe benefits including Retirement, Health Insurance, TIAA-CREF & EEOC.

Application Process:

- Review of applications will begin immediately and continue until the position is filled. It is recommended that applications be submitted by **March 1, 2018**, in order to be given full consideration.
- Please e-mail cover letter, resume, and three references to Sukrit Goswami, Executive Director at jobs@mclinc.org