

## **REPOSTING - TECHNOLOGY COORDINATOR/TRAINER**

**RESPONSIBILITIES:** Under the Library Director's management, responsible for all aspects of the library's network (installs, configures, upgrades, troubleshoots, and repairs equipment and software). Develops the library's technology plan and submits and monitors E-rate documentation. Researches, recommends, implements, and encourages emerging technologies to engage library users and staff. Provides training and performs general library duties as assigned.

**MINIMUM QUALIFICATIONS:** Two years of college (Computer/Technology related), 2+ years of progressive network administration. Experience with web technology and development. Library work experience. Ability to handle multiple projects and work effectively as part of a team as well as independently. Must have a proactive public services philosophy and establish and maintain effective working relationships with patrons, coworkers, community groups, and vendors. Communicates clearly and concisely (orally and in writing) to explain technology concepts in basic terms to individuals or groups with various skill levels. Ability to prioritize duties and tasks and work independently. Physical ability and mobility to stand, walk, bend, stoop, reach, sit, twist, and lift up to 40 lbs. Visual and hearing acuity within normal range with or without correction.

**PREFERRED QUALIFICATIONS:** Bachelor or Master Degree with major in Computer/Technology related coursework and 3+ years of progressive network administration. IT certification. Education or experience in presenting training. 2+ years of progressive library work experience. Extensive experience with Windows 2003 server, Fortigate firewall, McAfee Anti-Virus, Microsoft applications, and web technology and development.

**COMPENSATION:** Negotiable based on experience and qualifications. Pay range is \$25,000.00 (for entry-level) to \$37,500 (for more experienced). This position is full-time at 40 hours/week with some evenings and weekends. HLPL offers an excellent benefit package with minimal cost to the employee, including medical, vision, dental, life & disability insurance. A generous paid time off schedule includes, vacation, sick leave, and paid holidays. For those who are truly seeking a career rather than simply looking for a job, HLPL also offers a highly desirable paid retirement program under the Municipal Employees' Retirement System. This is an exceptional opportunity to share your knowledge and skills with others in an environment where you will be appreciated and encouraged to contribute to the quality of our services.

**PREFERRED START DATE:** September 2013. Interested applicants are encouraged to apply immediately. Complete job description and posting: [www.hlpl.org](http://www.hlpl.org)

Equal Opportunity Employer

Send letter of application, resume, three work-related references to:

**ATTENTION:** D. Bellinger  
Houghton Lake Public Library  
4431 W. Houghton Lake Dr.  
Houghton Lake, MI 48629  
or Email: [dbell@hlpl.lib.mi.us](mailto:dbell@hlpl.lib.mi.us) Phone: 989.366.9230

**Job Description: Technology Coordinator/Trainer**  
Houghton Lake Public Library  
Houghton Lake, MI 48629

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**REPORTS TO:** Library Director. Work schedule set by Director. Position requires flexible work schedule to respond to technical emergencies. Full-time, 40 hours per week. Includes some evenings and weekends.

**JOB GOAL:** To ensure quality, efficient library services by coordinating the development, implementation, operation and maintenance of the library's automated systems and network. Demonstrated ability to effectively use automated library systems, computers, website development and applications, and other technologies to enhance library services and programming.

**RESPONSIBILITIES:** Serves as systems administrator and technology trainer. Proactively participates in equipment research, evaluation, and selection. Works with vendors in the purchase of equipment, support, and maintenance of necessary software licensing. Monitors all technology and recommends purchases and replacements. Ensures that specified equipment is ordered promptly and follows up on any problems or issues in a timely manner. Collaborates with Director, Board, and staff to upgrade, install, and maintain all network components (computers, software, hubs, routers, firewalls, peripherals, and other devices as needed etc.). Assists in the development and implementation of library policies and procedures. Duties include but are not limited to:

- Ensures that networks are secure and that unauthorized access is blocked
- Develops and submits Technology Plan every three years or as needed to comply with E-rate discount filing/tracking and state requirements. Includes monitoring and anticipating the library's future needs, creating RFPs, monitoring vendor communication, tracking proposals, and filing forms according to the current rules and deadlines set forth by USAC
- Maintains and updates systems promptly whenever needed. Quickly and successfully troubleshoots computer equipment and system malfunctions. Promptly repairs or arranges for necessary repairs
- Develops and implements plans and procedures for recovery from system failures
- Systematically and thoroughly trains staff in equipment cleaning, maintenance, and backup procedures
- Installs equipment including hard drives, tape drives, routers, servers, etc.
- Secures and maintains vendor documentation and creates necessary documentation

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- Responds to patron and staff requests for assistance. Keeps colleagues informed of system changes and, when possible, informs staff in advance of system upgrades and changes and provide necessary documentation prior to implementation
- Administers Firewall and web filtering according to state and federal laws and library policy
- Serves as a liaison between library and service providers, and local, regional or state consortia
- Maintains appropriate certification from the Library of Michigan as required by state law
- Completes projects within agreed-upon time frame
- Actively seeks professional development for effective contribution to the library's goals. Takes responsibility for self-training in all aspects of emerging technology through reading and attending workshops, etc., to maintain knowledge of state-of-the-art and emerging technology
- Advocates and promotes the use of library technology to staff, general public, community, and library organizations
- Assists the director in identifying and securing grants and discounts on technical equipment and appropriate technology
- Delivers technology training to staff and patrons
- Provides the operation and maintenance of the Library's website and social media
- Complies with all state, federal and international software licensing use regulations
- Administers two servers (HP Win 2003 and Millenium from Innovative)
- Performs general library duties as assigned

*The above statements are intended to describe the general nature and level of work performed by the Technology Coordinator/Trainer. These statements are not to be construed as an exhaustive list of all job duties performed by this position or an exhaustive list of all job skills and abilities that may be required to perform this job. All library staff are expected to provide support for reference, circulation, opening and closing procedures, and maintenance of the facility. The Technology Coordinator/Trainer is an "At Will" Employee.*