

JOB POSTING - TECHNOLOGY COORDINATOR/TRAINER

JOB GOAL: Assist the Library Director in providing high quality, comprehensive library services by administering the library's network and providing technical training for staff and patrons.

MINIMUM QUALIFICATIONS: Two years of college (Computer/Technology related), 2+ years of progressive network administration. 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. Ability to communicate 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. 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. Progressive library work experience. Demonstrated ability to effectively use information and web technology. Extensive experience with Windows 2003 server, Fortigate firewall, McAfee Anti-Virus, Microsoft applications. Professional certification from the Library of Michigan. Education or experience in presenting training. Excellent technical, presentation and public speaking skills.

COMPENSATION: Negotiable based on experience and qualifications. Pay range: \$29,000.00 (for entry-level) to \$42,000 (for more experienced). Full-time at 40 hours/week with some evenings and weekends.

Seeking a career not just looking for a job? HLPL offers an excellent benefit package with minimal cost to the employee, including medical, vision, dental, life & disability insurance with paid time off (vacation, sick and holidays). 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. For full consideration, applicants are encouraged to apply immediately. Interviews will begin March 26th.

PREFERRED START DATE: May or ASAP.

Complete job description and posting: www.hlpl.org

Equal Opportunity Employer

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

ATTENTION: TCT
Houghton Lake Public Library
4431 W. Houghton Lake Dr.
Houghton Lake, MI 48629

or Email: staff@hlpl.lib.mi.us
Phone: 989.366.9230