



Position: Systems Administrator, Full-Time

Job Duties:

- Reports to Head of IT / Facilities Department
- Provides support for the technology needs of the Library staff and patrons
- Supervises part-time Technology Assistant
- Administers the Library's computer networks
- Deploys, maintains, troubleshoots and repairs computer hardware
- Installs, upgrades and troubleshoots computer software
- Performs daily, weekly and monthly routine tasks including network backups
- Monitors, analyzes and responds to system events and error logs
- Monitors and troubleshoots network connectivity
- Prepares and maintains documentation for the Library's systems
- Assists with technology training needs of staff and public

Job Requirements:

- Bachelor's degree in information systems required
- Minimum two years of information technology experience required
- Microsoft, Cisco, or VMware certification required
- Experience managing firewalls and routers
- Experience with a virtual machine and thin applications environment required
- Strong obligation to confidentiality
- Strong organizational skills and attention to detail
- Excellent verbal, written, and interpersonal communication skills
- Physical mobility, vision, hearing, and manual dexterity essential
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

Salary: \$38,480 annually

Hours: 40 hours per week, including evening and weekend hours

Benefits:

- Vacation, personal business, and sick time
- Health, vision, dental, and life insurance
- Retirement plan

Application:

- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Resume, cover letter, and application required
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Friday, May 2, 2014, 5 p.m.