



Position Available
Network & System Administrator
Orion Township Public Library

Position: Network & System Administrator
37.5 hours/wk, including evening and weekend hours
Department: Information Technology
Salary Range: \$42,900 - \$61,620 annually

Primary Job Duties:

Under the general supervision of the Head of Information Technology, manages the network and server equipment to support technology services at the library. This includes a Windows network with domain controllers, an Exchange server, a file and print server, and a web server, among others. The network is secured with Cisco network equipment and Aruba wireless technology. Works alongside the ILS Coordinator to support the Polaris ILS servers and Computer Technician to support Windows desktop computers and software systems.

Required Qualifications:

- Bachelor of Science in Computer Science, Information Technology, or a related field
- Minimum 1-2 years experience in information technology
- Thorough knowledge of Microsoft Windows server and client software, Active Directory, Windows domains, and networking
- Skill in managing file/print servers, web servers, security (anti-virus) software, web plug-ins, email software, and related software
- Skill in maintaining telephone systems, printers, copiers, and scanners
- Skill in developing and documenting system operating procedures and training others in those procedures
- Skill in evaluating and selecting hardware and software that best meets the needs of the library
- Skill in utilizing, maintaining and troubleshooting computerized library catalogs and circulation software
- Knowledge of library terminology, practices, services, and systems
- Strong positive interpersonal skills, organizational, and time management skills
- Ability to organize and prioritize changing tasks, while also following through on long-term projects
- Ability to maintain confidentiality
- Ability to use good judgment, initiative and resourcefulness when dealing with other employees and the public
- Ability to communicate well, both orally and in writing
- Ability to work well with details
- Ability to work both independently and as a member of a larger staff team
- Previous library experience preferred, but not required

Dates: Applications submitted by Monday, November 16, 2015 at 5:00 p.m. will receive first review.

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000
Electronic submissions accepted, send to: jbecker@orionlibrary.org

Please submit a letter indicating your interest in the position and describe your qualifications for the job. This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.