



Salem-South Lyon
District Library

POSITION AVAILABLE**Department Head, Information Technology**

The Salem-South Lyon District Library is seeking a full-time Head of Information Technology. This person plans, coordinates, implements and maintains all IT for the library. The position requires the ability to work hard, have fun, and continue the library's legacy of providing amazing technology.

Salary: \$46,316 - \$67,634

Schedule: Full-time, including some evening and weekend hours; on-call for emergencies

Reports to: Library Director

Benefits: Group Healthcare Plan with Flexible Spending account; Deferred Compensation contribution; paid holidays/vacation/sick/personal days

Primary Duties:

- Support the technology needs of the library staff and patrons
- Manage, analyze and update the library's LAN, wireless network and network connectivity through regular oversight, maintenance and improvement strategies
- Recommend, deploy and maintain software/hardware: troubleshoot issues as needed
- Track all software licenses and media, and assists with technology inventory
- Attend and represent SSLDL at library co-operative meetings and other workshops
- Establishes and executes appropriate backup procedures for onsite and offsite backup
- Responsible for preparation and maintenance of all documentation for library systems
- Maintain and share current knowledge of emerging technologies and trends
- Create and review technology budget, policies and procedures
- Hires and supervises technology staff (technician, assistants/interns)
- Stays informed about trends and advances in the IT field that will enrich service
- Applies for USF E-rate funding
- Other duties, including project management, as assigned by Director

Required Qualifications:

- Bachelor's degree in Information Systems, Computer Science, Information Technology or equivalent work experience from which comparable knowledge and abilities can be acquired
- Proficiency with: Microsoft Office, Windows, Symantec Antivirus, TCP/IP, Web Services, Group Policy, Active Directory, Windows Server and Linux.
- Ability to analyze, research, and solve technical problems, using self-initiative
- Strong oral and written communication skills, including the ability to consistently deliver prompt, patient, professional customer service to staff and public at a variety of skill levels
- Dependable and flexible when scheduling work hours and responding to problems
- Ensures that the library's IT infrastructure enables the library and library staff to meet the community's needs as identified in the strategic plan, the annual budget process, and capital replacement forecasting
- Ability to prioritize duties and tasks, work independently, and accept responsibility
- Physical ability and stamina to perform typical job duties

Preferred Qualifications:

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

Process:

Deadline for submissions is Friday, June 16, 2017

Interviews anticipated: June 19 through 23, 2017

Decision anticipated by: Friday, June 30, 2017

Starting date: ASAP

Qualified applicants should submit a single, combined PDF file of the following to Donna Olson, Library Director (dolson@ssldl.info):

- Letter of application
- Resume
- SSLDL application
- Three professional references
- Responses to the following three pre-interview questions:

1. Describe the value of technology and innovation within libraries.
2. Describe an innovative technology that you would like to see implemented to enrich SSLDL's current services.
3. SSLDL is known for being a leader in technology. Why would you be a good fit?

[Salem-South Lyon District Library](#)

9800 Pontiac Trail

South Lyon, MI 48178

Attention: Donna Olson, Library Director

dolson@ssldl.info Phone: (248) 437-6431 ext 206 FAX: (248) 437-6593

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