Bloomfield Township Public **Library**

EMPLOYMENT OPPORTUNITY

Bloomfield Township Public Library is seeking a professional, friendly and resourceful Systems Technician to support the Library's technology needs. The Bloomfield Township Public Library is a Class 5 library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative team environment.

POSITION TITLE:
Systems Technician

DEPARTMENT:
Systems, reporting to Systems Department Head

HOURS:
Full-time, 37.5 hours per week, including evenings and weekends on a flexible basis

WAGE & BENEFITS:
$20.41 per hour to start with an increase after successfully completing a 90 day orientation period. Salary range is $41,676 - $57,744. Benefits include: vacation, sick, holiday, personal business, and emergency time. Health, dental, and optical insurances, term life and disability income insurance provided. Eligible for deferred compensation and other voluntary benefits. Professional membership and opportunity to participate in professional development available.

RESPONSIBILITIES:
Support the library's website and integrated library system and digital resources.   Design, develop and maintain the Library's web presence. Support all aspects of the Innovative Interfaces integrated library system including all modules such as circulation, acquisitions, cataloging, serials, WebPAC and Encore. Implement and support the Library's digital resources such as databases and streaming media. Coordinate library computer classes and use of the Computer Lab. Assist in the administration of the Library's Windows and Cisco networks. Provide technology training to staff as needed. Other job responsibilities as assigned.

REQUIREMENTS:
- Associate degree in computer-related field or equivalent experience
- Work experience in Web development such as architecture, design and maintenance, including:
    - HTML, CSS, XML and JavaScript
    - PHP and MySQL
    - Web development platforms such as Wordpress, Drupal, etc.
    - Linux/Apache Web server environment
- Excellent communication skills and positive public service commitment.
- Able to lift, push and/or pull at least 50 pounds.
- Able to visually review materials and discern voice and audible tones.

PREFERRED:
- Work experience supporting integrated library system
- Familiarity with MARC records.

- Knowledge of PostgreSQL, Sierra REST API and Sierra DNA.
- Public library experience
- Experience with database and digital resources management

Application, resume, cover letter, due Friday, October 6, 2017. Application is available on the Library's website at www.btpl.org. Mail to:

> Careers
> Bloomfield Township Public Library
> 1099 Lone Pine Road
> Bloomfield Township, MI 48302

> OR email to careers@btpl.org

SYSTEMS TECHNICIAN
TYPICAL WORK WEEK'S TASKS

- Design and support Library's website
- Monitor and update Wordpress
- Utilize analytics for website, catalogs, and databases to improve user experience
- Customize Library's Encore and classic catalogs
- Configure and troubleshoot problems with databases and other digital resources
- Configure EzProxy server
- Update Sierra and Encore
- Troubleshoot Sierra problems
- Implement new features in Sierra and Encore
- Assist in emergencies for network, Sierra, phone system, Email system, AV equipment
- Plan, develop, and schedule computer classes for patrons
- Review feedback to evaluate and improve computer classes
- Support Envisonware RFID system
- Assist in support of Envisionware PC management system
- Support Techlogic sorting system.
- Assist in monitoring and troubleshooting spam web filters
- Participate in team effort of technology development
- Prepare and maintain website documentation, web logs, and statistics
- Internet connection
- Provide training sessions to staff
- Assist in answering and solving problems from staff on hardware and software
- Directly assist staff and patrons with public PCs
- Develop instructions and handouts to staff and patrons
- Set up AV equipment for staff and public programs
- Evaluate and recommend new technology and programs
- Occasionally cover Computer Helpdesk
- Other duties as assigned