



Belleville Area District Library

JOB POSTING

Technology Manager – Full Time

Salary: \$47,000 - \$50,000 / year

Posted: January 8, 2018

Deadline: January 26, 2018

The Belleville Area District Library seeks a Technology Manager to ensure the smooth and efficient operation of the library's technology infrastructure, including network servers, printers, public and staff workstations, and other peripheral devices. The Technology Manager works with staff, public, and the library's cooperative (The Library Network) and should therefore have excellent communication skills.

The library serves a diverse community of over 42,000 people and is located near I-94 and I-275. The library's staff is highly collaborative and endeavors to provide the public with superior customer service.

The library will break ground in 2018 for a new 32,000 square foot building in downtown Belleville and plans to operate a 1,200 square foot media center in Sumpter Township. The Technology Manager will assist in planning for the new library's technology needs which will include the purchase, configuration, and installation of file servers, staff and public computers, software, copiers, printers, RFID system, VOIP system, etc.

Responsibilities:

- Oversees, administers, and troubleshoots the local area network and servers as well as the library's software, hardware, and peripheral devices.
- Responsible for data integrity, system back up, antivirus software, and security.
- Responsible for providing public computing services which are easy for library patrons to access while also maintaining patron privacy and network security.
- Installs, maintains, repairs, and upgrades computer hardware and software for staff and public computers.
- Administers additional specific applications such as public Internet sign in systems, print management, RFID-based self-check, VOIP, and building systems.
- Researches and recommends technologies for a variety of library services. Maintains and shares knowledge of emerging technologies and trends.
- Assists staff and public with their computer needs.

- Supervises technology clerks/tech assistants
- Attends professional meetings and training sessions.

Qualifications:

- Bachelor's degree in a computer-related field or a minimum of two year's work experience in a computer-related field.
- Local network experience.
- Extensive Microsoft Windows network administration experience including active directory domain, group policies, roaming profiles, remote desktop services, etc.
- Experience with VMware server virtualization.
- Experience using Windows Server 2012 or later, Windows 7 and Windows 10.
- Ability to work flexible hours including some evenings, weekends, and to be on call for occasional, unscheduled system problems.
- Knowledge of Microsoft Office applications.
- Must have a strong public service orientation and effective communication skills. Must be able to clearly explain technical topics to those who do not possess the same level of expertise.
- Ability to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

To Apply: Submit an application, resume, and cover letter to:

**Hilary Savage, Assistant Director
Belleville Area District Library
167 Fourth Street
Belleville, MI 48111**

hsavage@belleville.lib.mi.us

The application can be found on our website:

<http://www.belleville.lib.mi.us/about-us/employment/>