



## Willard Library Position Description

**Position Title:** Computer Systems Librarian

**Classification:** Librarian

**Hours of Work:** Full Time (40 hours per week), some nights and weekends

**Major Responsibility:** Under the direction of the IT and Circulation Services Senior Manager, is responsible for supporting, configuring, and maintaining all components of the library's network.

### Illustration of Key Duties:

1. Installs, configures, and maintains network.
2. Installs, configures, and maintains hardware and software for staff and public workstations.
3. Evaluates software and hardware and prepares recommendations for purchase.
4. Configures and maintains the library's historical digital collections.
5. Provides basic in-service training for the use of hardware and software as appropriate.
6. Assists guests and staff with the operations of library computers and equipment.
7. Assists with configuration and maintenance of library phone system.
8. Troubleshoots technical problems in a timely and accurate fashion.
9. Responds to technical emergencies off-hours.
10. Displays a professional business decorum in all interactions with guests and fellow staff.
11. Performs other related work as required.

**Salary:** Starting at \$48,972; placement on scale dependent on experience and qualifications.

### Requirements:

1. Demonstrated knowledge of and experience with network administration
2. Demonstrated knowledge of and experience with UNIX, Linux, Windows, and Mac operating systems
3. Demonstrated knowledge of and experience with DHCP, DNS, and TCP-IP, and PC imaging software, server and PC virtualization. Ability to stage and perform repairs to PC hardware.
4. Work experience in Web development such as architecture, design and maintenance, including
  - a. HTML5, CSS, XML and JavaScript
  - b. PHP and MySQL
  - c. Content management systems such as Joomla, Wordpress, etc.
  - d. Linux/Apache Web server environment

### Preferred:

1. Public library experience
2. Digital content repository experience



**Education:** BS Degree in Computer Science or related field, or equivalent work experience.

**Start Date:** October 2018

**Application Dates:** Preference will be given to applications received by September 21, 2018

**Submit Applications to:** Amanda Paffhausen, IT and Circulation Services Senior Manager  
Willard Library  
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Battle Creek, MI 49017  
[apaffhausen@willardlibrary.org](mailto:apaffhausen@willardlibrary.org)

EOE  
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