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**May 3, 2021**The Farmington Community Library is seeking a dedicated Full Time IT Supervisor to lead its IT department. The successful candidate will be responsible for all IT related functions and offer excellent technology support for both patrons and staff.

**Position Available:**      Full Time Information Technology Supervisor

**Salary Range:**                $58,000 - $82,366

**Full-time Position:**       40 hours per week, to include nights and weekends

**Fringe Benefits:**           Excellent

**Please include your cover letter, resume, and application. Application available at:** [http://history.farmlib.org/pdfs/Employment\_Application\_3\_2018.pdf](about:blank)

**Deadline for application packet is May 14, 2021 to:**

Crystal Peterson

[Crystal.Peterson@farmlib.org](about:blank)

Farmington Community Library

32737 West 12 Mile Road

Farmington Hills, MI 48334

**Job Summary**  
The IT Supervisor will oversee all technology operations and evaluate them accordingly. They will implement security measures, manage user access, and maintain network operations. The IT Supervisor will initialize virus protection software on the network, and help troubleshoot any issues with computers or internet. They will support our computer network, hardware, and operating systems. As a supervisor, they may oversee a team of IT professionals.   
  
**Essential Duties and Responsibilities**

* Oversee library’s technology infrastructure including; backup system, public computers, printers, email system, and VOIP phone system
* Oversee server maintenance, backups, migrations, upgrades, updates, and antivirus software
* Protect the library from cyber security threats
* Develop and establish IT policies and systems
* Assist staff in routine troubleshooting
* Develop quick tip troubleshooting guides for staff
* Ability to work with and communicate with vendors
* Investigate and suggest new projects to help move the library forward
* Supervise, schedule, and coordinate IT personnel

**Minimum Qualifications**

* BS/BA in Information Technology, Computer Science, Computer Information Systems, or closely related field
* Supervisory Experience

**Preferred Qualifications**

* Knowledge of Active Directory and Group Policy
* Knowledge of current MS operating systems and MS Office suites
* Understanding of basic networking (TCIP/IP, DNS, DHCP, VPN)
* Strong hardware troubleshooting skills and familiarity with remote support
* Knowledge of antivirus software and malware remediation
* Knowledge of wireless networks (laptop wireless settings)
* One year experience working in a library environment

**Additional Skills**

* Ability to maintain confidentiality
* Ability to organize, prioritize, and coordinate multiple tasks
* Ability to function in a professional manner
* Ability to work independently
* Ability to work flexible hours, including evenings and weekends when needed
* Excellent communication and organizational skills

Reports to the Library Director

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Physical Activity Requirements:**

*Degree of physical demands (strength) usually associated with the essential functions of the job*

* The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to

200 lbs.

* The ability to sit, stand and walk for long periods.
* The ability to bend, reach, crouch or stoop.
* Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position.

**Equipment Commonly Associated with this Job:**

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.