**Position:**     Network and Systems Administrator 37.5 hours/week
**Department:**   Administration
**Salary:**       $47,600 - $55,400 depending on qualifications

**Description**

The Network and Systems Administrator is responsible for administering the library's networks, systems, and technology resources to successfully provide library technology services for all ages.

**Primary Job Duties:**

- Administers the library's servers and software needed for managing the network of client computers. Ensures that best practices are followed for the library's network and all equipment.
- Maintains the library's local area network, including the wireless network, and firewall.
- Serves as liaison with the library's Internet Service Provider.
- Works with the Department Head and public service staff to coordinate projects and implement new systems.
- Works with the Department head to manage all aspects of the library's technology systems. Set up, troubleshoot, and repair computer hardware and software.
- Performs, monitors, and ensures the functionality of all systems and backups.
- Participates in determining the timing of technology upgrades and maintenance. Attempt to minimize the impact on library services when systems are down.
- Trains staff and patrons in using the various technology resources at the library. Prepares documents and/or videos on how to use various technologies.
- Monitors and troubleshoot network connectivity including wireless access.
- Monitors, analyzes, and responds to system events and audit logs.
- Manages quotes and price comparison on replacement equipment.
- Evaluates and recommends hardware, software, and network technology options for library.

**Required Qualifications:**

- Bachelor's degree in a computer related field, or an equivalent combination of education and/or experience.
- Understanding of public library information technology practices.
- Experience working in a public library setting.
- Excellent organizational and analytical skills, and excellent oral and written communication skills.
- Strong skills in using Windows-based computers MS Office, database searching, downloadable resources, and the internet.
- Demonstrated ability to work simultaneously on multiple projects, platforms, and initiatives.
- Knowledge and experience in Networking and Cybersecurity best practices.

**Dates:**  Applications received before May 16, 2022 will receive first review.

**Apply To:**     Joyce Becker
                  Orion Township Public Library
                  825 Joslyn Road
                  Lake Orion, MI 48362
                  248-693-3000
                  Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at: https://orionlibrary.org/library-employment/.

This is an at-will position.
*Orion Township Public Library is an Equal Opportunity Employer.*