Network Administrator
(Full-time position)

The Library Network is seeking a full-time Network Administrator to work alongside our dedicated team of technology professionals.

This is an opportunity to work for Michigan's largest library cooperative serving southeast Michigan. We work alongside our 74 member libraries to provide an array of technology services to enable libraries to operate effectively and efficiently.

Our mission is to create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources. We strive to provide exceptional service and high return on libraries' financial investment in The Library Network.

The role of Network Administrator is essential to TLN's delivery of exceptional technology services.

PRINICIPAL FUNCTION

Under the direction of the Network Services Manager, the Network Administrator is primarily responsible for: monitoring and troubleshooting the wide area network including circuit upgrades and network equipment, installation, maintenance and support of computer hardware and software primarily with Linux and Microsoft servers, and providing help desk support as needed by The Library Network (TLN) staff or library members.

RESPONSIBILITIES:

- Monitor the wide area network connections for TLN and all member libraries.
- Provide network support including router, firewall, and wireless network support for TLN and member libraries.
- Provide end user help desk support.
- Install, upgrade, maintain and support Linux and Microsoft servers.
- Perform network administrative tasks including distribution list maintenance.
- Perform router, switch and firewall configuration updates.
- Develop and maintain documentation for all network-related devices.
- Research and test new technology that will benefit library members.
- Backup other staff as necessary.
- Perform other duties as assigned by Network Services Manager and/or the TLN Executive Director.

QUALIFICATIONS and NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in Computer Science, Computer Information Systems, Information Technology, technical certifications or equivalent work experience
- Experience managing Juniper, Brocade, SonicWall, Cisco switches, routers and ASA firewalls required
- Experience with configuring switches for vlan and spanning tree protocols
- 2 years of Linux/Unix Server support experience preferred
- 2 years of Microsoft server support experience required
- Experience with vSphere Virtualization preferred
- Experience setting up wireless networks with multiple access points required
- Familiarity with routing protocols such as OSPF
- Experience with email and voice over IP troubleshooting.
- Solid understanding of DNS required
- Familiarity with VPN, Metro Ethernet, MPLS
- Experience with shell scripting or PHP, PERL, Python is a bonus
- Problem solving ability
- Excellent communication skills – verbal/written
- Excellent organizational and interpersonal skills
- Detail oriented
- Works cooperatively with a team

The Library Network is located in the vibrant city of Novi, Michigan. In 2018, Money Magazine named the City of Novi the No. 1 community in the state of Michigan on its "Best Places to Live" rankings. Novi finished 23rd overall in the U.S. It's also a great place to work. There is always something exciting going on, whether it's dining, shopping, or outdoor adventure.

This is a Non-Exempt, Union position – The Library Network Supervisory Association Union

Pay rate is $32.03/hour

Typical work hours are Monday – Friday, 8 a.m. – 4 p.m. (40 hour work week)

Travel: approximately 25% of the time, between libraries in Oakland, Wayne, Washtenaw, and Livingston counties. Mileage is reimbursed as defined by the I.R.S.

We offer a generous benefits package, including a Defined Contribution Retirement Plan.

We also offer considerable paid time off, which includes vacation, sick, 11 yearly holidays and 2 floating holidays.

Interested candidates should submit a cover letter, and resume via email to hr@tln.org or mail to: The Library Network, 41365 Vincenti Ct., Novi, MI 48375; Attn: Human Resources. Deadline for submission is October 7, 2022.

The Library Network is an equal opportunity employer.