



**Cromaine District Library  
Hartland, Michigan**

**Full Time Technology Specialist or Librarian**

**SUMMARY:** The Cromaine District Library is seeking an enthusiastic, organized individual with an IT background and a strong commitment to public service. An ideal candidate should be detail oriented, flexible, and be excited to grow, learn, and share knowledge in a team-based environment.

**REPORTS TO:** Library Director

**DUTIES AND RESPONSIBILITIES:**

- Oversee and perform technical work in the installation, trouble-shooting, modification, routine maintenance, and minor repairs to computer hardware, software, and peripherals. Assists staff with troubleshooting and maintenance of Library equipment.
- Assist the Library Director in development of Technology Plan and preparation of the budget for staff and public hardware and software, copy/printing equipment, data communications (fiber/internet/VOIP), and network maintenance and service.
- Identify, evaluate, and negotiate with hardware and software vendors.
- Prepare reports, gather statistics, and collect library output measures.
- Provides staff training and documentation in the use of information technology and computer systems.
- Investigate and recommend innovations and practices related to technology that effectively improve services to the community.
- Ensure the security of the network, backing up data regularly, and preserves the confidentiality of records.
- Manage and assure continuity of network (LAN and WAN).
- Troubleshoot, deploy, and assure updates for staff and public hardware and software applications.
- Responsible for maintaining inventory records for computer equipment and software.
- Participate in professional meetings and continuing education activities.
- Participate in community organizations as the library's representative.
- Assist in public and information services, including direct patron services



**QUALIFICATIONS:**

- 2 or more years of professional IT experience.

**DESIRED QUALIFICATIONS:**

- Experience in a public library or similar environment preferred.
- Experience with technology instruction, web development.
- Master's degree in Library Science from an ALA-accredited program.

**SKILLS & ABILITIES:**

- Genuine interest in providing superior public service.
- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and other employees.
- Ability to work independently and take initiative.
- Excellent time management skills.
- Display critical thinking skills and be detail-oriented.
- Excellent written and oral communication skills in English.
- Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution.
- Willingness to maintain a flexible schedule.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects, including shelving carts. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

**Base Pay:** \$22/hour, starting rate negotiable depending on qualifications

**BENEFITS:** Full-time benefits include paid vacation, sick and business time (available after completion of the 3-month introductory period), plus holiday pay, paid birthday and paid bereavement leave. Health insurance (an HSA plan) is provided for the employee and the employee may purchase health insurance for dependents at the library's rates. Dental insurance, optical coverage, life insurance, short- and long-term disability are provided by the Library. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. TIAA-CREF defined contribution retirement is provided at 10% employer contribution and immediately vested with no required employee match.

Send cover letter, resume, and application (available at [www.cromaine.org/job-board](http://www.cromaine.org/job-board)), by Wednesday, January 18, 2023 to: [drandolf@cromaine.org](mailto:drandolf@cromaine.org) Subject line should include: Technologist Search {Your Last Name}

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