**FULL-TIME POSITION OPEN**

**TECHNOLOGY MANAGER**

**(GRADE EL)**

**Basic Function:**

Manages the library system's computer hardware, software, media, and telecommunications technology; scans the current technology landscape to recommend innovative approaches to information technology; trains and informs staff in related areas as required.

**Distinguishing Features of the Class**:

This classification performs technical work of considerable difficulty with overall responsibility for the management of the computer systems in the library system.  The work requires the exercise of independent judgment and receives general direction from the Library Director.

**Characteristic Duties and Responsibilities**:

Selects, trains, supervises and evaluates Technology Services staff.

Organizes and presents systems concepts to management and library personnel.

Plans and budgets for new technology; assists the Director in long range planning of technology systems that will meet changing and future library and patron needs.

Initiates hardware, software, and contract services purchase orders.

Recommends and selects hardware and software; establishes and maintains minimum required specifications for hardware and software.

Maintains hardware and software inventory records; establishes hardware and software replacement schedules.

Sets up and installs new hardware and software; troubleshoots network, telecommunications, hardware and software problems.

Works with hardware, software and telecommunications vendors; serves as liaison to CLEVNET library consortium.

Maintains network security such as access control, server backup, and power protection.

Manages library system e-mail access and recommends enhancements.

Attends staff, management and supervisor meetings.

Recommends and coordinates implementation of technology enhancements within library system in consultation with other managers and administrators.

Managing and overseeing all aspects of data collection and reporting for the organization, utilizing various platforms.

Trains staff on new technology.

Travels to branches as required. Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Sets network and systems policies and procedures.

Attends training and continuing education programs to keep informed of developments and current technology as they relate to computers and networking in libraries.

Serves as a member of the Library's Management Team.

**Knowledge, Skills and Abilities:**

Thorough knowledge of computer hardware, operating systems, applications software, networking and telecommunications; customer service orientation; ability to work with database management systems and scripts (e.g., MS SQL, MySQL, Oracle, or MS Access) and writing queries in SQL; knowledge of MS SharePoint platform; experience managing Windows based servers; strategic thinker and leader; tact and courtesy; understanding of usability best practices; ability to use office productivity and communications software applications in a networked environment; ability to work in a team environment; sound judgment; strong attention to detail.

**Education, Training and Experience:**

Requires a bachelor's degree in computer science or related field and three to four years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Supervisor:**  Director

**Other:**

Salary depending on qualifications and experience; excellent benefits. Requires the ability to manage multiple technology projects with internal and external partners; experience with enterprise content management, e.g SharePoint, preferred; experience developing and/or managing data warehouse preferred; ability to work collaboratively to implement innovative technology solutions. The Lorain Public Library System has a Main Library, five branches and a book truck, which serve a diverse population of over 135,000. Pre-employment physical required.

**Closing Date for Applications:**  Open until filled

**Apply To:** Anastasia Diamond-Ortiz, Director, Lorain Public Library System, 351 Sixth Street, Lorain, OH 44052

**EEO/AA/EQUAL ACCESS AGENCY**