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**Job Posting:**

**Information Technology (IT) Director**

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| **Title:**  | IT Director |
| **Internal Classification:**  | Administrator (FLSA exempt) |
| **Primary Location:**  | Main Library |
| **Hours:**  | Full-time (40 hours/week) |
| **Salary Range Min:** | $65-80,000/year-commensurate with candidate’s qualifications |

***Posted on October 30, 2017. Internal applications will be accepted until 5:00 pm on November 8, 2017.***

Stark County District Library is seeking an experienced **Information Technology (IT) Director** to lead all IT functions within the library. The successful candidate will be a hands-on professional who enjoys rolling up his or her sleeves and working with their team to develop strategies, achieve organizational goals, and increase patron satisfaction.

The successful candidate will be a change management expert with an ability to develop strong teams while leading the ongoing upgrading of the library’s IT infrastructure to next-generation technologies –with an emphasis on mobility, flexibility, better user experience, and 24/7 access without compromising system security and reliability. They will look to operational and technology best-of-breed practices in the retail, university, and logistics industries, identifying innovations that can best be put into service of the library’s mission.

This individual will also be arriving at a pivotal time as the library reimagines how it serves the changing needs of the community and the next generation of library users: Information Technology has been identified as a strategic priority in this transformation. The IT Director will be a key thought leader within the organization – and the library industry – advocating for the leveraging of existing and emerging technologies in pursuit of continual improvement to library systems, processes and services.

They will also be instrumental in implementing critical upcoming system-wide projects including the rollout of RFID and automated materials handling; facilitating the expansion of online and technology-based offerings, and the evaluation of new service delivery opportunities.

Additionally, the candidate with the right qualifications may also be asked to take on day-to-day leadership of our new data analytics initiative under the direction of our Director of Operational Effectiveness and Strategic Initiatives.

If you believe you may be a good fit for one of this position or know someone who would be, please go to The Smart Store® website - [www.starklibrary.org](http://www.starklibrary.org) - for more information and to complete an employment application. Go to “Contact Us” and then “Employment” for access to our on-line application.

**POSITION DESCRIPTION:**

This position advances the mission of the Library by directing the Information Technology Department, and is responsible for the implementation and maintenance of the library’s technology infrastructure including (but not limited to) all networks (data/voice/video), circuits, payment processing, copiers, automation devices, ILS, filtering and security and end user hardware and software. The position is also responsible for monitoring, problem solving, and implementing solutions and new technologies related to the library’s various IT contracts, IT requirements, and the library’s E-Rate filings. This employee has considerable latitude in the application of professional practices in the assigned area of responsibility. This employee is accountable to the Director of Organizational Effectiveness and Strategic Initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Sets objectives and strategies for the IT department necessary to accomplish the library’s objectives
* Analyzes the IT requirements of other departments, identifying strategies and resources necessary to meet departmental objectives
* Prepares operations budgets and capital project proposals; manages and administers allocated funds
* Secures e-rate funding for eligible IT projects
* Develops and tracks key metrics for the utilization of systems, staff, and resources; provides timely reporting to internal and external stakeholders; ensures strategic capacity planning
* Serves as a member of the Administrative Team and confers with other library administrators on issues of common interest
* Ensures maintenance, operation, and optimization of all IT systems and infrastructure
* Evaluates and implements emerging technologies from both inside and outside the library industry to increase employee productivity or to improve services to the public;
* Oversees the specification, contracting, monitoring and evaluation of IT hardware and professional services vendors
* Stays current on and ensures library’s compliance local, state, federal, and industry rules and regulations related to the securing, storage, transmission, and disposal of organization data, patron data, documents, communications, etc. (for example CIPA and PCI)
* Leads the development and maintenance of disaster recovery plans – including strategies, procedures, and documentation -- for all IT systems
* Responsible for IT department structure, job descriptions, staffing, performance management and hiring (directly or delegated where appropriate).
* Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
* Represents the library in the industry and community by making presentations and serving on boards and committees
* Seeks opportunities to promote the Library and enhance the Library’s visibility as a vital community partner
* Works Monday through Friday, but observes a flexible schedule when necessary. This position regularly requires more than forty hours in a workweek without additional compensation to perform assigned job duties and may be “On Call” any time for emergency response to production system problems.

**Selection Factors:**

**Education and Experience**A Bachelor’s Degree from an accredited college or university in Computer Science, Engineering or a related field. At least five years of progressive management experience in Information Technology or a related field.

Other combinations of experience and education may be substituted which can be demonstrated to provide the knowledge, skills, and abilities necessary to meet the required qualifications.

**Minimum Requirements**

* Proven experience as IT director or similar role
* Excellent knowledge of IT systems and infrastructure
* Experience in analysis, design, implementation and evaluation of IT systems and specifications
* Experience in controlling budgets
* Superior analytical and problem-solving capabilities
* Solid understanding of data analysis, budgeting and business operations
* A strong strategic thinking and big-picture mindset
* Excellent organizational and leadership skills
* Outstanding communication and interpersonal abilities

**Preferred Requirements**

* A master’s degree in computer science, IT management, library sciences, or a related field (or example MBA, MLIS or IAKM)
* Experience or education in data analytics and the provisioning of “management dashboard” systems
* Experience providing IT solutions in a university, library or retail services environment

**Additional Requirements**

* Position requires the use of personal vehicles. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
* Position may require the performance of other essential and marginal functions.

**Physical Requirements**

* The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations
* Lift light objects (less than 20 pounds) and carry them short distances (20 feet or less)
* Remain in a standing or seated position for extended periods of time while performing a variety of tasks
* Perform repetitive hand, arm, and body movements, which may include lifting books on a continuous basis for up to an eight-hour shift.

*The intent of this job posting is to provide a representative summary of the major duties and responsibilities performed by an employee in this job. The successful candidate for this position may be asked to perform job-related tasks other than those specifically enumerated in this posting.*

***About The Stark County District Library - The Smart Store, where everything is free®***

*Stark County District Library serves over 105,000 active cardholders, annually circulating 3.85 million items from its 1.4 million item collection and providing access to an additional 66 million items from lending networks throughout Ohio. Each year the library presents more than 9,000 programs for 170,000 attendees and provides 260,000 computer sessions on the publicly available computers found in each branch. The system consists of ten branches, including our main library, as well as a mobile services department*