**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

**The Massillon Public Library is looking to hire a Technology Manager**

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**POSITION DETAILS:**

Position Title: Technology Manager

Reports To: Director

Full Time/Part Time Full Time—34 hours

Position Type: Salary/Non-Exempt

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**PURPOSE**

* To support Library staff and serve all patrons by maintaining and improving technology services in the Computer Center and in the Library systems, and by effectively managing and developing staff.

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**QUALIFICATIONS:**

* At least one of the following educational qualifications is required:
  + Associate degree in a computer-related field, with 2 years of directly related experience
  + 1 year of post-high school training in a computer-related field, with 3 years of directly related experience
  + Equivalent combination of education and work experience in a related field
* Supervisory experience, a plus
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS**

* Manage operations and activities of the Technology Department and the Computer Center
* Establish goals and objectives in accordance with Library policy
* Interview, select, train, supervise, and evaluate appropriate staff
* Recommend appropriate continuing education opportunities for staff
* Keep Director apprised of the needs of Technology and Computer Center
* Maintain library’s networks
* Evaluate and purchase hardware and software for Library system
* Install hardware and software at Main and branches
* Diagnose technical problems, including those involving the ILS, and implement technology solutions
* Perform routine computer system functions, diagnostics, and maintenance
* Safeguard the maintenance and confidentiality of all Library electronic records
* Serve as liaison to Tech support or service companies
* Maintain appropriate records and statistics, providing reports, as required
* Remain current on developing trends in computer technology
* Participate in budget request process and manage allocated funds throughout the year
* Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
* Attend meetings and workshops appropriate to position
* Perform other duties as assigned by supervisor

*NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.*

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**SCHEDULE:**

* To be determined by supervisor

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**HOW TO APPLY:**

* To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
* Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

* The documents may also be scanned and submitted as email attachments to: [hardenma@massillonlibrary.org](mailto:hardenma@massillonlibrary.org)
* Deadline for application: Open until filled

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***EQUAL OPPORTUNITY EMPLOYER***