Strategic Initiatives Manager-Technology

Full-Time

(Grade E)

**Basic Function:**
The Strategic Initiatives Manager-Technology is a role designed to enhance the executive office capabilities. The goal is to cultivate new relationships, manage technology projects to deepen and broaden our impact, while leveraging existing partnerships, and ultimately ensure that LPLS can best serve its members. This role is vital to the future growth of LPLS.

**Characteristic Duties and Responsibilities:**

* Selects, trains, supervises and evaluates staff.
* Provides project focused support to the CEO and COO to help advance organizational technology strategic goals and objectives.
* Acts as liaison with member/partner points of contact for coordination of key meetings and/or conference calls.
* Conducts research and general analysis on partner prospects, special projects, and new technology initiatives.
* Responsible for ensuring LPLS’s leadership is prepared for making new connections, building new relationships, and leveraging existing relationships to broaden our community impact.
* Collaborates with LPLS management, staff, and partners to develop and execute technology projects and plans for ongoing support.
* Plans and budgets for new technology; assists the Director in long range planning of technology systems that will meet changing and future library needs.
* Initiates hardware, software, and contract services purchase orders; serves as technical liaison to vendors
* Recommends and selects hardware and software; establishes and maintains minimum required specifications, replacement schedules and inventory records for hardware and software.
* Sets up and installs new hardware and software; troubleshoots all technology problems.
* Serves as liaison to the CLEVNET library consortium.
* Sets network and systems policies and procedures, and maintains network security. Coordinates access to library systems.
* Trains staff on new technology.
* Travels to branches as required.
* 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.

**Education Requirements:**

Bachelor’s degree or equivalent years of work experience.  MCSE and/or Cisco certifications helpful but not necessary.

**Experience Requirements (knowledge, skills, and abilities):**

* Minimum three years of experience with progressive levels of responsibility in a technology and library environment.
* Flexibility and adaptability.
* High level of comfort taking initiative and completing projects independently at high standards.
* Deadline oriented.
* Exceptional communication, prioritization and project management skills.
* Must be able to juggle multiple priorities simultaneously.
* Values the opportunity to make new connections and provide interconnected support.
* Proven track record of collaboration.
* Ability to assess technology needs and recognize technology opportunities that would benefit the Library.
* Ability to lead, plan, coordinate, and supervise the work of others.
* Ability to network in face-to-face, telephone, and online situations.
* Ability to use office productivity and communications software applications.
* Experience working with senior executives and public officials.
* Tact and courtesy.
* Team focused.
* Sound professional judgment.
* Experience with budget development and administration.
* Excellent customer service skills.

**Supervisor:**  Director of Facilities

**Other:**
Salary range: $38,334-$57,502. Applicants are expected to work evenings and weekends. Regular travel throughout the System and communities expected. The Lorain Public Library System has six locations and an Outreach Department, which serve a diverse population of over 135,000. Salary dependent on experience and qualifications.

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