**Position Summary:** The IT Coordinator oversees all aspects of technology for the STPL. They are responsible for the purchase, installation and implementation of hardware and software, maintenance, configuration, and reliable operation of computer systems and servers. They train library staff and participate in research and development to keep up with the technology needs of staff members and the public. The IT Coordinator also actively resolves problems and issues with computer and server systems to limit work disruptions within the library. The salary range for this position is $38.31 to $51.05 per hour, based on a 37.5 hour work week.

Interested applicants can send their qualifications to Craig Shufelt at [shufeltcr@salem-township.lib.oh.us](mailto:shufeltcr@salem-township.lib.oh.us).

The closing date for this posting is October 17th, 2025.

**Qualifications/Requirements:**

* Bachelor’s degree in Computer Science and/or equivalent Microsoft certifications, or a combination of education, training, and at least 5 years of systems administration experience. Strong working knowledge of network administration, Microsoft Server administration, network security, systems and networking software, hardware, and networking protocols. Web programming languages and web design are a plus.
* Strong knowledge of implementing and effectively developing user support and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols.
* Proven record of success with developing and implementing IT strategy and plans.
* Ability to effectively troubleshoot technical problems, isolate problem causes, and implement solutions with minimal downtime.
* Minor understanding of electrical maintenance and safety. Experience pulling and terminating low-voltage data cabling is preferred.
* Strong customer service and technical troubleshooting skills a must.
* Effective communication skills with ability to communicate technical information, both verbally and in writing, to a wide range of end-users.
* Ability to use one’s time efficiently, and to use independent judgment in order to set priorities and work independently.
* Minor video editing experience preferred.
* Able to read and interpret sketches, diagrams, and blueprints.
* Work on call as needed.
* Able to train, direct, and supervise staff.

**General Duties:**

* Responsible for managing Library systems, software, and hardware. This includes database management, purchasing new products, system upgrades, reporting and vendor relationship management.
* Provides systems administration to include purchase, installation, configuration and maintenance of library software applications; researches, troubleshoots and resolves problems related to Internet, document management, audio/video equipment, security cameras, ILS and other library software application vendors, systems availability and performance, etc.
* Performs regular local and offsite backup operations and implements appropriate processes for data protection, disaster recovery, and failover procedures.
* Creates and implements Library Technology Plan in compliance with overall Library goals.
* Provides project management for the implementation and application of new technologies. Provides work directions to staff members assigned to the project.
* Responsible for monitoring the technology budget and advising the Library Director on proposed technology budget each fiscal year including justifications for purchase. Coordinates library software and hardware purchases and monitors subscriptions and maintenance and license agreements.
* Performs basic setup, support, maintenance and troubleshooting of standalone and networked PC’s, wireless devices, software, terminals, and peripherals.
* Responsible for technical work requiring application of principles of computer technology.
* Assists library staff with technical difficulties arising from hardware and/or software.
* Assists in use of equipment and software to both patrons and staff.
* Prepares, delivers, and picks up equipment that is sent out of the building for repair.
* Assists with maintaining the daily operation of the library computer systems including but not limited to resolving and troubleshooting problems with computer hardware, software, networks, and LAN/WAN connectivity.
* Attends professional meetings. Remains current on library and technology trends, issues, and standards. Evaluates emerging technologies for application within the Library System.
* Complies with work scheduling and attendance requirements including dependability, punctuality, and flexibility
* Installs, patches, and maintains server, operating systems, services, and application packages.
* Leads software upgrade and hardware deployment projects.
* Performs computer system diagnostics, maintenance, and backup routines.
* Maintains an up-to-date inventory of Library technology.
* Participates in the design, development, implementation, and maintenance of the Library’s website and digital signage.
* Participates in the development of procedures and network resource acquisition.
* Provides reports as requested.
* Performs related duties as required.
* Perform other duties and participate in special projects as assigned.

**Working Conditions:**

* Work in assigned area, including office, training rooms, library branch locations, outreach venues, and indoor and outdoor sites as necessary. Position may require out of town travel.
* Is subject to frequent interruptions.
* Demonstrate the flexibility to change job tasks frequently.
* Able to work independently and with others.
* Able to cope with the mental and emotional stress of the position.
* Must be able to push and pull equipment that exceeds 100 pounds or lift heavy equipment or supplies up to 80 pounds.
* Be able to work comfortable indoors and outdoors in all weather conditions.
* Must be able to climb stairs/ladders.
* Possess a full range of motion to perform job duties.
* Physically capable of walking or standing for extended periods of time (two to four hours).
* Possess a valid driver’s license with a clean driving record.

**Acknowledgement:**

All of the statements listed above are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Staff members may be required to perform any other job-related instructions as requested by their supervisor.

I have read this position description and fully understand the requirements set forth therein. I agree to perform the identified duties in accordance with the Salem Township Public Library's established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

Staff Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_