POSITION:	**INFORMATION TECHNOLOGY MANAGER (Management/Administrative position; full-time, salaried position at 40 hours per week)**

Anticipated schedule: Full Time – 40 Hours per week, Monday through Saturday. Closed Sunday. Some evenings and weekends may be required. Hours are subject to change by the Director. Sunday hours are a possibility in the future. Flexibility/on-call status may be required at times.

Responsibilities: Performs a variety of duties as related to the operation and maintenance of the Library's computer and telecommunications system. Work involves the installation and maintenance of hardware and software, Server and communication equipment repair & diagnosis and problem solving for system hardware & software problems. Provides system and PC technical assistance to staff. Provides PC technical assistance to patrons in certain circumstances and teaches public computer classes on a regular basis. Prepares and distributes reports. Assists with the maintenance of the Library's website and ongoing Memory Project. Completes a Library Technology Plan and performs an overall security audit periodically. Maintains the Library's wireless network. Work requires the operation of a computer and peripheral equipment and is subject to frequent interruptions. Acts as building maintenance supervisor to Janitorial staff and liaison to vendors.

Required Education & Experience: Associate's degree in Computer Science or related field from an accredited college is preferred. Previous library IT experience preferred.
Experience working with computer systems essentials, hardware essentials, and operating systems to include Windows XP/ Windows 7, Windows Server 2008, networking hardware and protocols, Office 2007 & 2010. With personal computers, the Windows operating equipment and Microsoft Office products are preferred.
Excellent communication skills.
Ability to self-manage and maintain a professional image
Must be able to work evenings & weekends

Knowledge, Skills & Abilities Required: Demonstrated knowledge of and experience with PC's, the Windows operating environment, and Microsoft Office products
Demonstrated problem-solving ability
Demonstrated knowledge of telecommunications testing equipment
Demonstrated ability to accurately assess customer needs
Record keeping ability
Ability to learn and enforce library policies and procedures.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships with the general public as well as co-workers.
Excellent customer relation skills
Ability to lift with or without reasonable accommodation
Ability to work independently
Ability to meet deadlines.
Ability to follow written and oral instructions.
Ability to maintain confidentiality of patron records
Valid Ohio driver's license

Basic Duties: Operates and maintains the Library's computer and telecommunications systems.
Performs daily monitoring routines
Installs PC hardware and software
Evaluates PC hardware and software
May write software scripts
May research and write technology-based grants
Installs and develops networks
Performs routine system backups
Installs computer equipment
Compiles necessary statistics
Performs daily monitoring routines to include server and telecommunications equipment
Lifts, bends, and carries equipment

Specific Duties: **Library Website:** Responsible for the technical maintenance and upgrades of the library's website.

                        Programming: Provides in the library on a regular basis, instruction to patrons on the use of public computers, Internet, email and databases and trains staff to do the same. This may involve teaching children or seniors at off-site locations.

                        Patron Q & A: Is available to answer patrons' technology questions during specified times.

                        Memory Project: Responsible for assisting the Reference Department with the maintenance of the local history digitization project featured on the library's website.

                        Technology Plan: Responsible for creating and maintaining a Technology Plan for the entire library facility to encompass all aspects of technology. Plan to include security, hardware/software upgrades, and inventory for all hardware/software in the library.

                        Committee Work: Serves on various library-related committees through the year at the Director's request. Participates in special community events such as the Annual Old Canal Days Festival & Clinton Applefest as a library representative.

                        Collection Development: Assists the Reference Department in Collection Development by making materials recommendations pertaining to computers and computer-related topics.

                        Continuing Education: Shows initiative by attending workshops and special interest groups to keep apprised of new technology, methods, etc.

                        Other: This job analysis describes the nature & level of assignments normally given in this position. It is not an exhaustive list of duties; additional related duties may be assigned by the Director.

Starting Pay: $15.00 per hour for the first 60 days and $1.00 additional after probationary period. 40 hours a week with a biweekly pay, 90% of Health Insurance premium paid by the library, sick leave and 10 days of vacation as per library policy. Apply in person, or by mail.

Application deadline: September 26, 2012.
Position open until filled.