**Position:** Information Technology Manager

**Status:** Full Time Salary 40 hrs per week; some evenings and weekends required

**Salary: $45,000 – $65,000**

**Benefits:** twelve paid holidays, vacation and sick leave; Ohio Public Employees Retirement System; health and life insurance; option to participate in flexible spending account and Ohio Deferred Compensation; paid OLC membership and strong commitment to continued professional development

**Qualifications:** Bachelor’s degree in Computer Science or closely related field OR Prior related professional experience in a technology related field and/or equivalent experience preferred OR Concentrated training in Computer Science with five years’ experience in an IT department with progressive responsibilities

**Required Knowledge:** Excellent knowledge of computer hardware/software and electronic/network security; Excellent knowledge of firewall software, email systems, and cloud systems administration; Knowledge Microsoft Windows desktop and Microsoft Server administration; firewall, router, and switch network administration; Excellent knowledge of technology troubleshooting principles; Prior library experience and knowledge of Library software preferred

**Required Skills:** Self-motivation and ability to motivate others; Ability to maintain confidentiality; Ability to supervise others and to act independently; Ability to work with others in an approachable, cooperative, and effective manner. Ability to present complex technical information to non-technical audience; Ability to resolve conflicts; Ability to use evidence-based principles related to creating and implementing departmental budgets and departmental strategic plan; Ability to effectively network and represent the library to business and community leaders; Willingness to be active in the Ohio Library Council and Ohio library technology networks, including travel to trainings and meetings

**Duties Include:** The successful candidate will work closely with the Library’s Director and members of the administrative team. Duties include but are not limited to:

* Develops, implements, and evaluates an innovative technology plan to meet the Library system’s information technology needs
* Oversees the setup, configuration, administration, and maintenance of the Library’s technology networks, hardware, software, and peripherals;
* Evaluates, selects, and recommends Library-wide technology purchases;
* Evaluates and recommends new technologies and encourages innovation among staff in utilization and implementation of ideas and techniques
* Manages and maintains network security;
* Oversees the library telephone, security camera systems, building security system, and building PA system;
* Maintains library electronic equipment and devices, including inventory and necessary hardware and software licenses;
* Prepares departmental budget requests and manages distribution of allocated funds;
* Participates in the hiring, training, and evaluating of staff;
* Forges partnerships in the community;
* Demonstrates a positive attitude and supports library goals and objectives.

Applications will be reviewed as received; the position will be open until filled. Interested persons should submit a completed TCPL job application (available at www.tusclibrary.org), letter of interest, current resume, and 3 letters of recommendation to:

Jennifer Groff, Human Resource Specialist, Tuscarawas County Public Library System, 121 Fair Avenue NW, New Philadelphia, OH 44663