Position Available:

P/T Network & Systems Technician

The Half Hollow Hills Community Library, located in Dix Hills and Melville, is looking for a part-time Network and Systems Technician to be part of our Digital Services Department. We are offering the right person the opportunity to be innovative and responsive in a brand new 21st century public library building within a friendly fast-paced environment.

The ideal candidate will join our Digital Services Department and assist with the maintenance and operations of the library's technology infrastructure and provide technical support to staff and patrons. This includes time in our Makerspace and working on related services such as 3D-printing, engraving, and Cricut machines. They will be ready to learn new software and equipment in the technology field as it relates to the library and welcome the opportunity for continued education when available.

Responsibilities and duties also include:

- Troubleshooting, maintenance, and operations of public computers and software and other library equipment (such as printers, copiers, 3D-printers, AV equipment, etc.).
- Software updates and inventory management.
- Respond to requests for assistance from staff and patrons.
- Exposing and teaching the public on emerging technologies (such as virtual reality, 3D-printing, engraving, design cutters, hot presses, etc.).
- Other related duties as assigned.

Qualifications: High school diploma and 2 years of experience in a position working with information technology equipment within the last 5 years. At least one year of experience must include system installation, configuration, evaluation, and troubleshooting.

Preferred Qualifications: Experience working in a public library setting. Knowledge of Microsoft/Office 365, Windows 10/11, MacOS, and Ubiquiti UniFi devices and management. Knowledge and experience working with 3D-printers, CNC engravers, and coding robots.

Salary/Availability: The hours will include morning, afternoon, and rotating Saturdays, with evening shifts as needed. Sundays are based upon a separate sign-up twice per year upon administrative approval.

Hourly Rate (per union contract): $25.82
Maximum of up to 17.5 hours per week

Interested applicants should email a cover letter and resume to: Vincent Mangogna, Network Administrator at vmangogna@hhhlibrary.org. Deadline is August 16, 2023.

The Half Hollow Hills Community Library is a Civil Service library, the position is a part-time and non-competitive vacancy. Applicants do not need to be on a civil service list to apply.