

Position Available – Network and Systems Administrator

The Huntington Public Library seeks a full-time Network and Systems Administrator to lead our Computer Services department. As technology continues to evolve, we are committed to staying at the forefront, ensuring our IT infrastructure meets the demands of our patrons and staff alike. We are looking for a skilled professional to help us achieve this objective. Our library consists of two buildings, one in Huntington Village and one in Huntington Station.

Responsibilities:

- Oversee the library's computer network, collaborating with vendors and IT personnel to procure and install necessary equipment for efficient network and telecommunications operation.
- Maintain and administer virtualization hardware and software.
- Recommend and strategize hardware and software upgrades with a forward-thinking approach to technology trends, including familiarity with cloud file management.
- Utilize exceptional analytical and problem-solving skills to evaluate network performance, identifying areas for improvement and recommending necessary changes.
- Assist library administration in crafting short-term and long-range plans to enhance and maintain the library's IT infrastructure.
- Supervise other IT staff members fostering a cohesive team environment through effective scheduling and mentoring.
- Conduct training sessions for both patrons and staff in utilizing new equipment and software. Provide comprehensive support regarding computer and technology-related inquiries, offering assistance and guidance as needed.
- Work cordially with staff, patrons, vendors, and other professionals with an ability to communicate in both technical & non-technical language.

Requirements

- Proven experience in network and systems administration, preferably in a library or similar educational institution.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Forward-thinking mindset with knowledge of current and emerging technology trends, particularly in cloud file management.
- Experience in supervising and mentoring IT staff members, fostering a supportive and productive team environment.
- Must be reachable on the Suffolk County Civil Service Network and Systems Administrator list or be transferable.
- If interested, please submit a cover letter, resume, and three (3) references to Library Director Joanne Adam at joanne_adam@huntlib.org by May 31, 2024. Starting salary is \$91,534.58. Transfers will be considered.

Huntington Public Library is an equal-opportunity employer and is committed to diversity in the workplace. We encourage applications for all qualified individuals, including those with diverse backgrounds and those with disabilities.