NETWORK SYSTEMS ADMINISTRATOR

Responsible for the installation and maintenance of computers, networks and other information technology equipment and systems. Assists staff and patrons in the use of personal computer equipment, software and computer-related tasks. As Department head of the library's IT operations, the employee in this role should have the ability to analyze facts and exercise sound judgment in arriving at conclusions. Reports to the Library Director.

Network Administrator Duties include (but are not limited to):

- Troubleshooting, repairing, maintaining and configuring all library computer hardware and software, including networking applications and computer equipment and resources related to all library collections
- Recommends all computer hardware, software and related supplies for purchase, including evaluating feasibility of use for library applications
- Creates and maintains a replacement system for updating software licenses, hardware and upgrades as needed
- Trains, manages, and makes recommendations to the Director about IT Staff.
- Instructs and oversees the instruction of staff and patrons in the use of computer hardware and software and other information technology related equipment
- Supports inquiries regarding the use of these resources; assists in the preparation of instructional material related to these resources
- Participates and serves as a resource person in projects of all library departments which involve use of computer equipment, software applications, network use, and access to the patron/collection database
- Prepares and executes a variety of technology-based programs of interest to the staff and patrons
- Develops solutions to problems of access control, software integrity, data integrity, systems and hardware security, copyright and licensing issues
- Assists the Director in monitoring the maintenance of and service contracts for all technology systems and equipment including but not limited to: Surveillance system, building alarms for fire/security, telephone and telecommunications systems, automated doors, library photo ID system
- Recommends and evaluates operation of technology systems and equipment including, but not limited to: Surveillance system, building alarms for fire/security, telephone and telecommunications systems, automated doors, library photo ID system
- Confers with other administrative staff (department heads) on technology issues involving long and short-term plans that affect facilities and operations
- Assists the Director with the preparation of technology plans and specifications relating to major technology maintenance or implementation projects. Recommends purchases,

generates quotes, reviews cost estimates and creates purchase requests. Operates within approved budget lines, and participates in setting budget needs with Administration
- Assists the Director in determining the priority of technology maintenance and implementation projects; advises the Director on change in plans and specifications
- Consults with library management, architects, project managers, contractors, vendors and building inspectors, pertaining to any Library technology maintenance or improvement projects
- Attends board meetings as needed to serve as a resource for the Director and Board on technology activities

Qualifications:
- Excellent communication skills, especially the ability to convey complex technical language to the general public and non-technical staff
- Ability to work independently, prioritizing multiple projects to meet deadlines with the latest development in technology affecting areas of responsibility
- Capacity to learn quickly and incorporate knowledge, willingness to stay current with the latest developments in technology affecting areas of responsibility
- Flexibility and skill at enabling and fostering change
- Keen knowledge of principles and practice of public library service and the ability to deal tactfully and courteously with staff and patrons from a public service perspective
- Personal qualities that contribute to a proactive, quality professional staff, including the ability to work cooperatively with others who have a wide variety of skill levels and backgrounds
- Tact and discretion in dealing with administrative matters

Necessary Training and Experience:
- At least five years of full-time experience in a similar capacity
- Appropriate certifications
- Competency in the latest developments in computer and other information technologies

35 hours a week. Salary range: $32.11 - $45.25 per hour based on experience. Submit resume and application by Tuesday, February 18th to jennybloom@portjefflibrary.org

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off, opportunity to receive NYSHIP Health Insurance Coverage, and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.