



## Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

**POSITION:** Information Technology Technician

**GENERAL PURPOSE:**

Provides support to the Head of I.T. and organization by installing, configuring, and maintaining the computers, servers, network, and various applications.

**QUALIFICATIONS:**

- Proficiency with Windows based operating systems and applications.
- Knowledge of TCP/IP, DHCP, DNS, VLANs, NATs, and other networking best practices and protocols.
- Familiarity with Active Directory, Group Policy, and security groups.
- Understanding of server stability, log tracking, and general server maintenance.
- Familiarity with computer imaging.
- Knowledge of virtualization and VM infrastructure using Hyper-V
- Dependable and flexible when scheduling hours and responding to problems.
- Ability to critically evaluate problems, and prioritize duties and tasks.
- Ability to communicate effectively and follow oral and written instructions.
- Ability to work effectively alone as well as with others.
- Physical ability and stamina to perform typical duties.

**DUTIES AND RESPONSIBILITIES:**

- Helps patrons and library staff with computer hardware/software needs
- Maintains and installs new equipment
- Manages network controlled print services
- Configures network infrastructure
- Manages Windows server infrastructure
- Creates and maintains Group Policies and Security Policies
- Controls and creates Active Directory organizational units and objects
- Learns and discovers latest technologies and trends
- Other duties as assigned by supervisor

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not as an exhaustive list of all job duties performed by personnel so classified. Job duties are subject to change without notice.

**REPORTS TO:** Reports to Head of IT

**ANNUAL SALARY:** \$40,000

**BENEFITS:**

- Group Health Insurance including dental and vision (begins 1<sup>st</sup> day of month following hire): 80% paid for employee and their dependents under age 19.
- FSA: employee funded
- 457 Deferred Compensation: 6.5% of gross wages
- PTO: after 90 days – 11 days available
- Paid holidays

**WORK ENVIRONMENT:**

Work is performed primarily in the Library's public area and the Server Room. Tools necessary to carry out job duties will be provided.

**TERMS OF EMPLOYMENT:**

Full-time employment. This position requires a flexible work schedule, based on 40 hours per week. Salary, benefits and termination of employment in accordance with Board policy. The Salem- South Lyon District Library is an "at will" employer.