



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

Ph. 248-437-6431
Fax. 248-437-6593
Web. www.ssdli.info

POSITION: Network Specialist (part-time)

Pay Range: \$9.45-15.70/hr

Hours: Up to 19 hours/week, may include evenings and weekends.

Reports to: Head of Information Technology

Posting Date: 10/11/19

Closing Date: 10/20/19

The Salem-South Lyon District Library is seeking a part-time I.T. Network specialist that can assist the Head of Information Technology with back end network and server support. Named a 2018 STAR Library by Library Journal (one of six in the state!), customer service is our primary priority.

GENERAL PURPOSE:

- Seeking network specialist to aid with projects as needed.
- Access to fresh perspectives with a flexible & cost effective workforce.

DUTIES AND RESPONSIBILITIES:

- Helping patrons and library staff with computer hardware/software needs.
- Maintaining existing Meraki and Windows Server infrastructure as instructed.
- Installing and configuring new equipment or software.
- Willingness to learn all areas of networking or server infrastructure as necessary.
- Desire to help others and conduct good customer service.
- Other duties as assigned by supervisor.

QUALIFICATIONS:

- Pursuing a major in Information Technology server, networking, or security related field.
- Minor knowledge in Windows Server
- Minor knowledge of networking (Meraki knowledge a plus).
- Ability to follow oral and written instructions.
- Ability to work and communicate effectively.
- Ability to handle responsibility.
- Physical ability and stamina to perform typical duties.

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

APPLY:

Qualified applicants should submit (email, fax, hand deliver or mail) an application.

Applications are available at: ssdli.info/about/library-employment

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Attention: Luke Ervin, Head of Information Technology

lervin@ssldl.info

Phone: (248) 437-6431 x208 | FAX: (248) 437-6593

The Salem-South Lyon District Library is an “at will,” equal opportunity employer.

Applications received by Wednesday, October 16th by 5 pm will receive first consideration.