Reposted with salary adjustment 8-8-2019

Job Description

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as Network Administrator. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As the Network Administrator at CDL, you will find opportunities to share and learn in a team environment. In this position, you will join the library staff and board in developing the resources, programming, and services that enable the library to achieve its mission and implement its strategic plan.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

Pre-interview questions (to be submitted with application materials):

- How do you see the role of the network administrator responding to our library's mission?
- What qualifications and qualities are important in the role of a public library network administrator? Describe at least three.
- What is your vision of the role of library network administrator in the future?

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. Answers to pre-interview questions
4. CDL job application

Apply to: Chris Berggren, Administrative Assistant
cberggren@chelseadistrictlibrary.org

Deadline for applications: Thursday, August 22, 2019, by 5PM

Interviews anticipated: Week of August 26-30, 2019

Target Start Date: October 1, 2019

Chelsea District Library
Position Description

Position Title: Network Administrator
Reports to: Director
Classification: Full-time, salaried, exempt
Salary Range: $49,000-$74,000

Purpose and Scope:
Under the direction of the Library Director, the Network Administrator researches, configures, maintains and troubleshoots the library's technology infrastructure. This position is responsible for all of the networked systems including: network servers, printers, online catalogs, and public/staff workstations through regular oversight, preventative maintenance and improvement strategies. This position works as part of the library's management team to explore more efficient ways of handling our technology, as well as explore, recommend and implement emerging technologies. This position works with the Head of Technology to support outreach training efforts. It is important that this person is good at providing clear and friendly communication with both staff and patrons.

Your Day-to-Day:
1. Supports the technology needs of the library staff and patrons.
2. Manages, analyzes and updates the library's LAN, wireless network and network connectivity through regular oversight, maintenance and improvement strategies including working with outside network contractors if necessary.
3. Evaluates, recommends, deploys and maintains software and hardware: troubleshoots issues as needed.
4. Manages all software licenses and media.
5. Establishes and executes appropriate backup procedures with onsite and offsite backup copies for all network files. Including, but not limited to Active Directory User profiles, and library and staff files.
6. Maintains, and monitors firewall, filters, and other security measures.
7. Monitors and analyzes system event or computer error logs, and resolves issues appropriately.
8. Assists with preparation and maintenance of all documentation for library systems.
9. Provides input for annual budget preparation as assigned.
10. Assists with development of the library website, newsletter and other communication tools for promotion of library services and programs.
11. Participates in community outreach to engage community members and organizations and build and nurture partnerships
12. Works with Head of Technology to update/revise the master technology plan.
13. Supports staff in the use of technology in library programs.
14. Maintains and shares current knowledge of emerging technologies and trends.
15. Promotes interest in library as a resource through community outreach and partnership building.
16. Attends Board and community meetings as needed.
17. Contributes to professional library organizations and continuing education opportunities.

The above duties are not to be construed as an exhaustive list of all job duties that may be performed by this role. Additional responsibilities may be added as needed.

What You Bring to the Team:
1. Bachelor degree in Information Systems, Computer Science, or Information Technology, or equivalent work experience.
2. Minimum two years of information technology experience in networking.
3. Proficiency with: Windows 10 and Windows 7, Symantec Antivirus Enterprise edition, TCP/IP, Web services, VPN Services, Network equipment (Firewall, Layer 3 and Layer 2 Switches, Access Points), Group Policy, Active Directory, Windows Server 2012/2016 and HyperV, Virtual Servers, and Windows Systems Center Configuration Manager.
4. Knowledge of Microsoft Office 2016 and 2019.
5. Strong oral and written communication skills, including the ability to explain technology concepts to users at a variety of skill levels.
6. Ability to prioritize duties and tasks and work independently.
7. Works cooperatively with a team.
8. Ability to push/pull/lift at least 50 pounds.
9. Strong attention to detail.
10. Dependable work habits and flexibility when scheduling work hours and responding to problems.
11. Positive public service attitude.

If You Have These, All The Better:
1. Computer certifications including: A+, Network+, CCNA or MCSA.
2. Google G-Suite Administration.
3. Experience with library computer management systems (Envisionware, CARL).

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.