



 **Job Description**

**Job Title : Technology Manager-Grosse Pointe Public Library**

**Responsible to : Director of Libraries**

**Job Summary :**

**The Technology Manager is responsible for leading initiatives that will empower the Grosse Pointe Public Library to be the Library of the Future. The Technology Manager works with the staff and public in the training and teaching of new electronic services, computer programs and computer access. Serves as system administrator of public library's local area network.**

**Job Responsibilities :**

1. Serves as coordinator of library technology; reviews, recommends, and implements new technology within budget guidelines upon the approval of the Library Director.
2. Maintains and troubleshoots computer equipment at all branches of the Library, performing maintenance when necessary, and making appropriate recommendations for repair and replacement.
3. Works with Administration to develop and implement policies and procedures.
4. Manages IT security risk assessments and implements security tools, controls and standards.
5. Teaches computer instruction, including orientation for staff and public.
6. Assists with website as directed by Director or Assistant Director.
7. Oversees and direct duties of Technology Department and outside vendors and contractors.
8. Prepares statistical data, reports, and lists.
9. Participates in hardware and software purchase recommendations.
10. Works closely with Electronic Support Technician, and school system in implementing changes to the automated circulation system.
11. Administers and maintains telephone system
12. Liaison with school system concerning automation issues.

**Qualifications :**

* Proven working experience as an IT manager or relevant experience
* Excellent knowledge of technical management, information analysis and of computer hardware/software systems
* Expertise in data center management and data governance
* Hands-on experience with computer networks, network administration and network installation
* Ability to manage personnel
* BS in Computer Science, MIS or similar field

Salary commensurate with experience and qualifications. The Grosse Pointe Public Library offers a generous benefits package including paid time off.

Deadline to Apply: May 21, 2018

Submit applications to Central Administration-Operations Manager, Kim Hart khart@gp.lib.mi.us