



Canton Public Library Job Posting

IT SPECIALIST

Under the management of the Information Technology Department Head, the IT Specialist provides technical support for library staff and patron use of technology. The IT Specialist also engages in the design and implementation of technology projects focused on enhancing the library's use of technology. The nature of the work requires evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

SCHEDULED HOURS AND COMPENSATION

- Twenty-four (24) hours per week
- \$19.85-\$23.79 per hour
- Paid vacation accrual with one week of vacation available upon hire
- Annual sick leave allowance
- Paid holidays: nine official holidays, plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Friday, August 28, 2026**, will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists with the installation, configuration, updating, and regular maintenance of endpoint systems.
- Troubleshoots wired and wireless network connectivity issues.
- Troubleshoots client access and authentication issues.
- Assists frontline staff in providing technical support to library patrons.
- Assists with the creation and maintenance of documentation.
- Participates in promotion of IT security awareness initiatives.
- Supports the design, development, implementation, and documentation of software automation tools to enhance library operations.

SHARED RESPONSIBILITIES

- Responds to IT problem reports and provides input to corresponding IT incident or problem reports.
- Maintains inventory of technology assets by tracking their acquisition, deployment, and disposal.
- Assists in the creation and maintenance of systems documentation.

- Participates in incident response planning and disaster recovery testing.
- Assists in staff training initiatives.

GENERAL RESPONSIBILITIES

- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- Participates in staff training, work groups, blogging, and accepts other occasional special assignments or duties in support of the library's goals and objectives.
- Serves on committees and participates in initiatives as assigned, both within the library and with outside entities, partners, or associations.
- Enforces library policies using a polite and professional approach.

REQUIRED QUALIFICATIONS AND SKILLS

- High School diploma, and currently enrolled in a library or technology focused degree program.
- Familiarity with providing technical support for PC, mobile, and printing systems.
- Familiarity with managing wired and wireless networking equipment.
- Familiarity with deploying and maintaining Microsoft Windows desktop Operating systems and Office applications.
- Strong problem-solving skills.
- Help Desk or Customer Service experience.
- Strong commitment to quality user services and adherence to technical standards.
- Ability to work independently and escalate issues when warranted.
- Ability to work creatively, collaboratively, and effectively with staff.
- Consistent display of public service attitude that reflects the library's values.
- Remains informed of trends in information technology through continuous learning activities.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Working knowledge of Microsoft and Linux server operating systems.
- Familiarity with enterprise backup systems.
- Familiarity with PC imaging and deployment software.
- Experience using library automation systems.

ESSENTIAL PHYSICAL FUNCTIONS

- Ability to sit, stand and walk for long periods, and the ability to bend, reach, stoop or crouch.
- Ability to lift and carry equipment up to 50 lbs.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.