



HUMAN RESOURCES DEPARTMENT

ANNOUNCEMENT OF VACANCY

April 8th, 2026

POSITION: Systems Administrator

AGENCY: Main Library

SALARY: \$76,131- \$100,171

For a complete description of Detroit Public Library, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS – INTERNAL & EXTERNAL APPLICANTS

- *Submit completed resume with cover letter to halnajar@detroitpubliclibrary.org*

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY
4:00 p.m., May 4th, 2026**

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Systems Administrator

Job Family: **Information Systems**
Revised Date: **April 2026**

FLSA Status:
Bargaining Unit:

Non-Exempt
Non-Represented

GENERAL PURPOSE: Under the direction of the Director is responsible for the development, design and coordination of communication information and computer-based systems within the Detroit Public Library. This position is administratively and professionally responsible for the installation and operation of modern and comprehensive systems and for long range planning, which anticipates the technological needs of the public and staff. Supervises day-to-day operations and staff, plans and implements effective service delivery programs, engages in strategic planning and serves as a liaison with other library agencies.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of assigned Library – coordinator or manager; and does exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In specialty area of assignment:

- Manages the Systems Office including Work assignments, project coordination and training and evaluation of systems staff.
- Oversees selection and installation of all library software, hardware, and telecommunication equipment.
- Oversees and/or researches and writes specifications for all computer equipment software, computer-related supplies and services and participates in grant writing as appropriate.
- Participates in the staff development process through provision of technical training, direction and systems support to library staff.
- Confers with public service directors & coordinators
- Manages to ensure staff and end user needs are met.
- Acts as internal liaison to various committees, task forces and work units.
- Maintains an awareness of current hardware and software trends in library automation and evaluates new developments as they apply to the library.
- Keeps both the library administration and the staff informed and educated regarding current library automation system options, goals and objectives.
- Participates in decision making on staffing and financial requirements for automation.
- Responsible for the administration and continuous evaluation of a main library agency, by working with the agency head in developing goals and plans for implementation.
- Responsible for formulating procedures, policies and guidelines and recommending modifications based on ongoing analysis.
- Participates in the development of and actively promotes and supports the library's marketing strategies and activities.

Qualifications:

- Ability to analyze, comprehend and resolve complex problems, related to integrated data processing systems.
- Make recommendations concerning selection of system and its effectiveness.
- Demonstrated knowledge of design and implementation of information storage and retrieval systems, including office automation systems.
- Manage TLS/SSL certificates to ensure secure communication and compliance
- Demonstrated experience in a client server environment and applications integration on various platforms.
- Ability to convey technical information in terms that are understandable to any audience.
- Ability to establish and maintain effective working relationships with associates, consultants, contractors and the general public.
- Support and collaborate on ePayment system protection, ensuring secure processing and compliance with industry best practices

Education & Experience:

Associates or Bachelor's degree in Computer Science, Information Technology or related field from an accredited institution. Must have 3-5 years of experience as a Systems Administrator or similar role. Minimum of 5 year's experience of VMware and Palo Alto firewall.

Required Licenses:

- Must possess a valid State of Michigan Driver's License

Required Certifications:

- Microsoft
- VMware
- Cisco Admin
- Server Administration
- VoIP Certification

Physical Demands / Work Environment:

- Work is performed in a standard library environment
- Lifting computers and other equipment that is at least 60 pounds
- Will be driving 5% of the time to other branches
- Must be able to push/pull library carts