



## JOB POSTING

### Clinton-Macomb Public Library

**Position:** Full-time Head of Information Technology (IT)

This person reports to the Library Director and plans, coordinates, implements and maintains all IT for the library's three locations. This person supervises the technology staff to help carry out the responsibilities assigned to this position.

**Salary:** \$80,000 - \$99,909 per year

**Schedule:** Five days a week (37.5 hours) including evening and weekend hours; on-call for emergencies

**Benefits:** Medical, dental, vision, short-term disability, and long-term disability insurance; sick, 3 weeks' vacation, standard holidays; 401A pension after one year. Optional: 457B retirement plan and flexible spending account

#### **Primary Job Duties:**

- Backs up, secures, and plans for high availability and disasters for all technology systems
- Ensures that the IT infrastructure enables the library to meet the community's needs as identified in the strategic and action plans through the annual budget process as well as capital replacement forecasting
- Maintains effective working relationships and communication with coworkers, supervisors, volunteers, other community agencies and the public
- Administers the WAN through the three-building LAN, WiFi and related equipment
- Maintains all voice/data communication contracts and related systems such as the firewall and Avaya IP Office phone system
- Develops bid specifications, obtains competitive pricing and makes oral and written recommendations for the purchase of technology-related capital expenditures
- Manages, maintains and provides technical support for all servers, workstations, mobile devices, and peripherals including workstation scheduling/print management, AV, CCTV security and card access systems
- Manages all software licensing and updates
- Hires and supervises technology staff
- Keeps full and up-to-date documentation of all technology configurations
- Recommends third-party advanced support and expertise as needed
- Provides hardware/software platform support for the Polaris integrated library system and Tech-Logic automated materials handling systems
- Stays informed about trends and advances in the IT field that can enhance the library's delivery of service
- Secures USF E-Rate funding as applicable
- Performs related duties as required

## Full-time Head of Information Technology Clinton-Macomb Public Library

### Required Qualifications:

- Five years of professional IT experience
- Three years of managerial experience
- Undergraduate degree (information systems or related field preferred)
- Familiarity with current versions of Microsoft Windows, Windows Server, Office, Exchange, IIS, SharePoint, VMWare and Veeam
- Experience with managing and securing a multi-site network
- Ability to establish and maintain effective working relationships at all levels
- Active listener with strong oral and written communication skills, including the ability to explain technology concepts in user friendly terms
- Delivers consistently excellent customer service to the staff and public
- Ability to prioritize duties and tasks, work independently, and assume responsibility
- Seeing; keyboarding; using the telephone; lifting and moving computers and peripherals; walking; bending; stooping; crouching; reaching; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms
- Knowledge of English language, spelling and arithmetic

Process: First consideration given to applications received by: **February 9, 2016**  
Starting date: ASAP

Candidates should submit a single PDF file of the following to Larry Neal, Library Director ([lneal@cmpl.org](mailto:lneal@cmpl.org)):

1. Letter of application
2. Resume
3. Completed CMPL employment application  
(<http://www.cmpl.org/AboutUs/Employment.asp>)
4. Responses to the Pre-Interview questions below

### Pre-Interview Questions

1. Describe the ideal technology solution(s) you would implement to back up the library's mission-critical data.
2. What duties in the job posting would you anticipate needing additional training?
3. Describe a technology-dependent service that the library could offer to enhance its image as a leading innovator in the community.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.