

**Position:** I.T. Specialist

**Responsibilities:**

- Assist with maintaining the daily operation of the library computer systems including but not limited to: Resolve and troubleshoot problems with computer hardware, software, networks, and LAN/WAN connectivity
- Assist with recommendations on purchase and installation of compatible hardware and software applications
- Perform computer system diagnostics, maintenance, and backup routines
- Assists with implementation and maintains network and workstation stability, security, and performance
- Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g. Internet use
- Maintain a regular backup schedule and off-site backup storage.
- Develop and recommend technology plans using goal/problem identification and decision analyses, considering the long-term needs of the library and community
- Act as administrator for LAN/WAN
- Serve as training coordinator for public computer classes and individual advisory
- Develop technology competencies for staff, creates staff training and troubleshooting manuals, and holds staff training sessions as needed
- Maintain and increase knowledge and skills through various resources and training opportunities
- Perform additional duties and assignments, as requested

**Qualifications:**

- A strong background and interest in computers/technology and non-print materials formats
- Ability to utilize and troubleshoot common software/programs (MS Office, social media platforms, Canva, Libby, MeL)
- Ability to install and troubleshoot hardware
- Knowledge of computer networking concepts and applications (preferably Microsoft Operating Systems)
- Solid understanding of NTFS and Share permissions
- Ability to configure TCP/IP
- Willingness to explore and research solutions to computer problems as they arise.
- Ability to interpret and communicate computer problems
- Ability to organize workload and multi-task effectively
- Patience, tact, and excellent communication skills
- Enjoys learning as well as teaching
- Ability to climb, stoop, kneel/crouch and lift and handle a minimum of 50 lbs
- College/technical training in computer science is desirable, but not required.

Marcellus Township Wood Memorial Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.