

JOB DESCRIPTION

Job Title: Library Information Technologist - Systems, Security, and Network Administration

FLSA Status: Non-Exempt **Salary Grade and Salary Range:** 104 - \$26.40

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

Library Information Technologists work with the IT/Technical Services Manager to administer the library's integrated library system, printing and computer booking system, online catalog, website, network, servers, and other computer systems in the library branches and on the Bookmobile.

Essential Functions

1. Administration and Support of Assigned Platforms and Services

- With considerable independence and initiative, performs a wide variety of administration, maintenance, and support activities including responding to customer and organizational needs by analyzing, constructing, and owning assigned incidents/requests/problems/changes.
- Supports off-the-shelf and industry-specific software, including installation, configuration, testing, monitoring, troubleshooting, account management, and ongoing upgrades and patches.
- Applies IT industry best practices to ensure secure, reliable, and sustainable services.
- Monitors current and future state needs of assigned systems and works with the Head of IT and Technical Services to develop ongoing management, recovery, and backup plans.
- Helps ensure all library systems are functional and secure.
- Maintains and updates a variety of hardware and software for library patrons and staff.
- Maintains inventory of parts and equipment.
- Provides support and assistance to staff and patrons with technical problems and challenges as needed. Conduct classes and provide one-on-one training for staff and patrons.

40%

2. Areas of Specialty - Systems, Security, and Network Administration

- This position provides advanced technical expertise and support in the following areas:
- Active Directory administration (user accounts, groups, policies, and domain services).
- Cybersecurity monitoring, evaluation, and response, including implementation of best practices to protect district systems and data.
- Data backup operations, ensuring integrity and managing disaster recovery processes.
- Server administration (configuration, maintenance, troubleshooting of physical and virtual servers).
- File shares and storage management (permissions, access, and secure collaboration).
- Jamf management for Apple devices (deployment, updates, and compliance).
- Meraki network administration, including switches, wireless access points, and firewalls.
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25%

3. Documentation & Implementation

- Creates and maintains clear documentation and reports of and on library tools, processes, and systems.
- Monitors analytics and produces reports, evaluating effectiveness and providing recommendations for future action.

15%

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<ul style="list-style-type: none"> Provides input to the Head of IT & Technical Services regarding the adoption of platforms, systems, and services that support library functions. 	
4. Professional Learning <ul style="list-style-type: none"> Stays current with library platforms, tools, and technologies. Attends library conferences and workshops that relate to duties as authorized or recommended by the Head of IT & Technical Services 	10%
5. Teamwork <ul style="list-style-type: none"> Participates in staff meetings to resolve problems, discuss ideas for improvement, and keep updated on library plans, activities, and changing standards. Provides Training and support to staff on communications-related topics and programs. 	10%
6. Other duties as assigned	
<i>Incumbents will be required to work evenings and weekends, be on call, and travel to external events.</i>	
Total	100%

Autonomy

Guidelines and results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor.

Supervisory Responsibility

None. Cross-department coordination, training, and support are expected.

Education and Experience Required

- Requires a four-year college degree or equivalent coursework and/or an equivalent amount of library or IT experience.
- Library experience preferred.

Knowledge, Skills, and Abilities

- Use of standard office software to create documents, letters, and memos; to produce lists, labels, and simple spreadsheets.
- Adept at computer, Internet, and server use. Able to learn how to use and support other technologies.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Effective at working with a wide variety of constituencies.
- Good oral and written communication skills.
- Team Player.
- Ability to work independently and on a team to meet multiple deadlines and project goals.
- Exhibits a willingness to learn, and teach others new applications and platforms as needed.

Work Environment

Position may require being up and moving around the Library and at times stationary at work station.

The job requires stooping, bending, squatting, stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to

use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Created: May 6, 2024

Date Updated: Updated July 28, 2025