

JOB OPENING Technology Coordinator – Memorial Library of Nazareth and Vicinity

www.nazarethlibrary.org / 610-759-4932 x.7

JOB SUMMARY

The Nazareth Library is looking to hire a self-motivated individual with strong communication skills to serve as our in-house Technology Coordinator. The successful candidate will be responsible for revamping and administering the Library's network plus supporting the Library's computer hardware/software so that it is compliant with Technology Standards. In addition, he or she will be expected to become the Subject Matter Expert on specific Library applications, oversee the library's web and social media presence, and train staff and patrons on various technology. The selected candidate will work closely with the Library Staff and will report directly to the Library Director.

JOB DUTIES AND RESPONSIBILITIES

- Assess and upgrade network infrastructure to meet basic Technology Standards
- Desktop support of approximately 30 PCs/MACs, 8 printers and 6 tablets. This includes standardization of installs and securing the administrative functions.
- Upgrade Library's web site to be responsive and to include Content Management functionality
- Administer all hardware/software, including phone system and security system
- Responsible for documenting the network, library owned equipment and standard operating procedures related to technical topics.
- Lead projects to implement new tools such as a 3D printer, Raspberry Pi 3, Lily Pad, Makey Makey kits, and VOIP phone system
- Train staff on applications as needed
- Lead public training sessions on software tools such as MS Office
- Answer troubleshooting questions for computers, laptops, phones, printers and other related equipment
- Collect and report monthly statistical data to the Library Director
- Manage and track technology maintenance agreements
- Create a three-year technology plan of the library

MINIMUM QUALIFICATIONS

- Four year degree in Computer Science or related field Or combination of education and at least 2 years of experience in a similar position
- Two years of experience supporting Networks
- Two years of experience supporting Computer Hardware - PC's and MACs.
- Familiar with web development
- Experience in being a lead trainer is favorable
- Experience in a public library is not necessary but is a plus

WORK SCHEDULE

Full Time – Monday – Friday, occasional weeknights, one Saturday a month, paid vacation, and other benefits available. Must have all State required clearances.

APPLICATION PROCESS

Email resume, cover letter, and three professional references with subject line "Technology Coordinator" to:

Holly Bennett, Director hbennett@nazarethlibrary.org or mailed to

Memorial Library of Nazareth
c/o Holly Bennett
295 East Center Street
Nazareth, PA 18064

Resumes accepted until November 13, 2017.