

MONTGOMERY COUNTY LIBRARY & INFORMATION NETWORK CONSORTIUM MCLINC

Location: Conshohocken, PA

Job Title: Network Administrator/Library IT & Network Specialist

Reports to: Network Manager

Work Schedule: Full time 37.5 hours per week. Rotation of "On Call" nights and weekends.

Job Objective:

Perform professional duties to ensure the effective and efficient operation of the Integrated Library System (ILS) and Wide Area Network (WAN), serving as the technical support specialist in a non-profit venue.

Essential Job Functions:

- This position assists in maintaining the WAN and ILS; serving as technical support specialist.
- Provides technical assistance, training support and consults in the selection, use and maintenance of system-related hardware and software.
- Supports network and ILS operations to the desktop level to consortium member libraries
- Attends meetings as required to remain current with network priorities as they relate to service priorities.
- Prepares documentation, demonstrations, and training to assist local library automation coordinators with the installation of software
- Supports and troubleshoots client PCs, email applications and peripheral equipment.
- Configures and supports print servers on the network
- Responsible for Enterprise level applications and software such as anti-virus, wireless service, exchange server and email applications, active directory and group policy
- Responsible for planning network upgrades and advising the System Administrator on implementation
- Other duties as required

Essential Knowledge, Skills & Abilities

- Bachelor or Associate Degree in an IT or related field preferred
- Knowledge of Online Integrated Library Systems, LANs, Telecommunications, and Personal Computer Software
- Keen on learning the public library professional philosophies of service to public, collection development approaches, and standard public library collection materials, publishers and vendors
- Knowledge of or trainability in the various technological advances in the library profession such as the utilization of computerized equipment and computer applications and tools to manage public access

- Skilled in providing assistance, recommendations and guidance in the use of MCLINC services and materials for Consortium Libraries
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Strong ability to self-direct with excellent collaborative teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English
- Personable, with excellent professional image, superior planning, organizational and multitasking skills. In addition, strong presentation/teaching skills.
- Valid driver's license; ability to travel within Montgomery County, PA as required.

Talents: Service, ethics, responsibility, creativity, empathy, persuasion

Leadership Competencies: Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

Physical Demands

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting, carrying at least thirty (30) pounds, and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer components i.e. Keyboard mouse, small tools, etc.
- Good vision; correctible to 20/20 and in color, clear speaking voice and good hearing

General Requirements for All Employees

- Ability to project workplace image of specific job title
- Ability to adapt to change; work as a team member
- Ability to develop and maintain positive working relationships with co-workers
- Ability to comprehend and follow MCLINC policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- Participates in monthly staff, department and Consortia meetings

Salary and Benefits: Competitive salary with excellent fringe benefits including Retirement, Health Insurance, TIAA-CREF & EEOC

Application Process: Please submit cover letter, resume, and three references to: Frank Curatolo Interim Executive Director, at jobs@mclinc.org , Review of applications will begin immediately and continue until the position is filled