

Job Description Independence Public Library

Position
Network Tech/Facilities Coordinator

Salary Range
15 to 16.50 dollars per hour dependent on candidate's qualifications
40 hours per week

Description of Work

Under direction of the Library Director performs duties related to installation of network/computer equipment and wiring, maintenance of hardware, software, peripherals and other computer or network equipment. Serve as a liaison with facility contractors, equipment repairmen and other contractors. Maintains records of serial numbers and equipment nomenclature, software licenses and equipment use. Maintains inventories of related supplies and equipment. Troubleshoots problems and performs related duties as required.

Duties

- Performs circulation desk activities using an automated circulation system
- Compiles a variety of statistics concerning library usage, and computer access
- Conducts reference interviews and assists patrons with information searches
- Prepares and conducts computer classes as needed
- Prepares for and assists in programs as needed
- Assists with updating and design of library website/online presence
- Maintains files related to network/computer equipment, passwords, databases, and licenses
- Maintains files related to building maintenance/equipment, furniture and service contracts
- Maintains strict standards of network security and stability
- Manages purchasing of supplies and materials related to the network
- Assists and trains in use of equipment and software
- Maintains software media and manuals
- Responsible for the network in the absence of the Library Director
- Recommends equipment and software for purchase
- Assists the Director in planning for network maintenance and growth
- Attends to the safety of staff and public in the library using computer equipment
- Assists customer service staff with technical issues
- Performs related duties as required

Skills

- Good ability to get along with others
- Good ability to interact with the public
- Good knowledge of library procedures and practices
- Good knowledge of clerical practices
- Good knowledge of the English language
- Considerable knowledge of computers and networking
- Good ability to understand and follow written and oral instructions
- Considerable ability to pay attention to detail
- Considerable ability to establish and maintain effective working relationships with superiors, associates, and the general public
- Ability to stand for extended periods, bend, lift up to #40 and climb stairs

Experience and Training

Bachelor's degree preferred or equivalent experience, some library and clerical experience preferred, and extensive computer and networking skills are required.