Position: Network Administrator
Full-time: Starting at $62,000 negotiable based on experience
Benefits: Retirement Plan, Individual Health Insurance, Paid Vacation
Reports to: Director

Primary Responsibilities:

- Configure, maintain, operate, administer and support network for the Superiorland Library Cooperative and Great Lakes Talking Books.
- Communicate with Internet Providers to identify network needs and respond to concerns and/or network issues.
- Support, install, and maintain servers (Linux and Windows), network hardware, operating systems and system software
- Assist member libraries with the administration of local servers and networks as needed both remotely and onsite. Travel in the Upper Peninsula and northern Lower Michigan.
- Implement and maintain software solutions for staff, public access computers, and print control.
- Setup, configure and maintain firewalls, internet filtering and spam.
- Recommend and purchase computers, servers, and other devices for libraries.
- Ability to travel to Cooperative Libraries on a regular basis some requiring overnight stays. Some libraries are a 5 hour drive from the Cooperative.

Other Responsibilities

- Provide end user help desk support to cooperative and library staff using email, phone, remote desktop connections, and on-site visits.
- Create and maintain the Cooperative email accounts, listservs, and internal web calendar.
- Ensure that regular backups of member library servers and key workstations are performed.
- Collect and report on Webpage and WiFi usage statistics.
- Other responsibilities as assigned by the Director.

Qualifications

Bachelor's Degree in Computer Information Systems, Computer Science, or related field. 3+ years' experience with supporting networks.
Strong knowledge of Window Desktop OS and Windows Servers OS
Strong Knowledge of TCP/IP, LAN infrastructure, DNS, DHCP, Network Addressing and Firewalls
Knowledge of Linux OS
Valid Michigan Driver's license and transportation for travel

Required Skills/Qualities
Ability to complete software installations, update and troubleshoot with vendor support
Ability to manage multiple projects and tasks simultaneously
Strong verbal and written communication ability
Ability to work effectively on a team and with consortium library staff
Ability to travel to any SLC library location, some overnights required

Other Physical Requirements
Must be able to move about the work area and sit at a computer for hours at a time. Periods of physical activity, including movement of equipment and furniture to facilitate the installation, repair, or replacement of equipment are possible. Vision and hearing within normal limits (with accommodation). Ability to lift 30 pounds and use motions to install, repair and replace equipment with accommodation.

To Apply Fill out send resume and online application form to director@uproc.lib.mi.us Applications received by November 13 will be given first consideration.