SUPERIORLAND LIBRARY COOPERATIVE

Position: Network Administrator
Apply to: Superiorland Library Cooperative
Compensation: from **$45,000** dependent on qualifications and experience; excellent benefit package which includes: health insurance; retirement plan; life insurance.
Reports to: Cooperative Director
Supervises: Network Support Technician.

Position Summary: *This position is responsible for network (LAN/WAN), servers, desktop, risk management and webpage administration for the Superiorland Library Cooperative and its members. This position must be customer-service oriented and proactive in anticipating and resolving problems while maximizing efficient use of computing resources.*

Essential Job Duties

- Configure, maintain, operate, administer and support network infrastructure (LAN/WAN).
- Communicate with Internet Providers to identify network needs and respond to concerns and/or network issues.
- Assist the Cooperative Director in the creation and evaluation of RFPs for the Internet Consortium and SLC member libraries.
- Maintain, operate, administer and support servers (Linux and Windows), operating systems, and system software.
- Assist member libraries with the administration of local servers, thin clients and local networks as needed.
- Implement and maintain software solutions for public access computers and print control.
- Provide training and workshops on technology for member library staff.
- Manage IT security risk assessments and implement security tools, controls and standards.
- Administrate internet filtering, antivirus software, and spam filters.
- Setup, configure and maintain firewalls for the Cooperative and member libraries.
- Implement new content and web functionality.
- Maintain website and related server and network infrastructure.
- Register domain names and configurations for member libraries as needed.
- Stay abreast to new and trending technology and evaluate how it would be relevant to current library needs.
- Ability to travel to Cooperative Libraries on a regular basis some requiring overnight stays. Some Libraries are a 5 hour drive from the Cooperative main office.

Other Job Duties

- Maintain the Cooperative's and Library video conferencing hardware and software.
- Create and maintain the Cooperative email accounts, listservs, and internal web calendar.

- Provide support of desktop hardware, applications, desktop connectivity, and mobile devices.
- Ensure that regular backups of member library servers and key workstations are regularly scheduled.
- Assist member libraries in updating content for webpages and other social media
- Collect and report on Webpage and WiFi usage statistics.
- Willing to attend Workshops, Conferences and Trainings.
- Other duties as assigned by the Cooperative Director.

Qualifications

Bachelor's Degree in Computer Information Systems, Computer Science or related field
3+ years experience with supporting multiple networks of 100+ computers and servers
Strong Knowledge of Windows Desktop OS and Windows Servers OS
Strong Knowledge of TCP/IP, DNS, DHCP and Firewalls
Knowledge of the Linux (Ubuntu) OS
Basic knowledge of HTML/XML, CSS and Content Management Systems
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 or without correction). Ability to lift 30 pounds, bend, stoop, reach, twist, push, pull, kneel, squat, climb, pinch and use other motions to install, repair or replace equipment.

Not required but desirable: Microsoft Certification and A++ Certification

Applications will be accepted until the position is filled, but those received by 5 o'clock pm 3/30/2018 will receive first consideration. Electronic submissions required. To apply, submit a cover letter, which specifically addresses the position requirements, your resume, an SLC application form (http://joomla.uproc.lib.mi.us/SLC/Images/Jobs/Employ-app.pdf) , and the names and contact information (including email address) of three (3) professional references to Jean Montgomery at jmontgom@uproc.lib.mi.us

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.