

## Coordinator of Information Technology

February 25, 2022

**Position Title:** Coordinator of Information Technology /Exempt  
**Department:** Administration  
**Salary Range:** \$58,246.50 - \$69,517.50  
**Immediate Supervisor:** Library Director

**Position Summary:** Responsible for managing the design, implementation, maintenance and evaluation of all technology and computer-based activities for the library system, including but not limited to, the integrated library system, computer hardware, software, electronic resources, Internet, and e-mail. Work involves development of new applications programs, maintenance of existing programs and operating system, networking, security and management of the systems analysis and programming function. Duties are carried out with considerable independence within the framework of established policies, procedures and the Library's technology plan.

**Education:** Bachelor's degree in Computer Science or related field preferred or an equivalent combination of education, experience, and training related to information technology. Experience with integrated library automation systems, previous library experience and previous supervisory experience preferred. At the sole discretion of the Library Director, any combination of education and experience that would provide the required knowledge and abilities is qualifying.

**Responsibilities:** (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor subject to reasonable accommodations.

**Essential Functions:**

- Operate, evaluate and maintain computer hardware and software, electronic resources, Internet, e-mail, and other technology related systems and equipment.
- Act as the primary staff liaison with the Central Library Consortium in regard to the shared integrated library system.
- Identify, diagnose and correct problems with workstations, server and network hardware and software.
- Write and revise a library technology plan, including disaster recovery planning.
- Understand the basic criteria for designing web pages and create, edit and coordinate a collection of documents for viewing through common web browsers.
- Maintain the security and integrity of the library's computer/communication network.
- Plan, organize, supervise, set priorities for and evaluate the work of the IT staff.
- Interpret and implement the Library's policies and procedures in a patron-responsive manner with a commitment to excellent customer service.
- Establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Anticipate and predict internal and external changes, trends and influences in order to effectively allocate resources and implement appropriate library technology initiatives.
- To stand for extended periods of time; to lift up to 35 lbs.; and possess physical agility and strength to bend and reach.
- Perform other duties as required.

### **Minimum Qualifications:**

- Have a working knowledge of LANs, WANs, PowerShell scripting, VoIP, HP Switches, Server virtualization, wireless solutions, wired and wireless security standards, website design and IT best practices.
- Knowledge of management principles and the ability to effectively supervise and direct subordinates.
- Advanced understanding and knowledge of computer and network equipment and peripheral devices in regard to installation, maintenance and troubleshooting; demonstrate ability to manage backups.
- Advanced understanding of the systems that support automated library functions including the online catalog, circulation, acquisitions and cataloging; install/configure/patch application and system software
- Advanced understanding of the protocols, structure, organization and various information services that make up the Internet.
- Broad proficiency with a wide variety of software programs and network functions including office productivity applications, web browsers, email clients, media players, copy equipment, printers etc.
- Ability to prepare a library site for its specific telecommunication needs.
- Demonstrate judgment sufficient to work independently, organize work efficiently, set effective priorities and make sound choices despite obstacles or resistance.
- Must possess a valid State of Ohio driver's license and remain insurable as defined by the Library's insurance carrier.

### **Specific Requirements:**

- Possess a thorough understanding of the Library's policies and procedures and fully endorse the FCDL philosophy of public library service.
- Conduct regular staff meetings and training sessions; monitor workload of staff; and facilitate completion of tasks.
- Work with the Library Director and other staff to determine customer service priorities and recommend policies and procedures which impact information technology and technical services operations.
- Monitor confidentiality and access of files and databases throughout the library system to appropriate personnel.
- Serve as a resource person to the other staff in matters relating to all aspects of information technology and technical services.
- Ability to translate online systems and services to non-expert users.
- Maintain system operation documentation including maintaining a log of system and equipment failures and problems; ensure software licenses are kept up to date; maintain an up-to-date inventory of all hardware and software products; keep manuals up to date and accurate.
- Define criteria for upgrading and purchasing software and hardware and recommend new products, options and practices that will better help fulfill the library's mission.
- Submit grants, reports and surveys to local, state and federal entities as needed.
- Provide training to library staff on the use of computers, networks, equipment and software; monitor and record staff training needs and achievements.
- Participate in the budgetary planning process regarding technology and cooperate to meet all fiscal requirements and standards as established by the Financial Department.
- Ability to communicate clearly and concisely both orally and in writing, including formal communications and public presentations.
- Is subject to work beyond normal scheduled hours including evenings, weekends and holidays when necessary.

### **Working Conditions**

- Due to direct access to Library credit card accounts, control over Library systems and possession of building master key, is subject to criminal background checks.

**APPLICATION PROCEDURE: Submit cover letter, resume, and three business references to [bschaade@fcdlibrary.org](mailto:bschaade@fcdlibrary.org). Applications will be accepted until position is filled. The Fairfield County District Library is an Equal Employment Opportunity Employer.**