



POSITION: Technology Manager

WAGE: Grade 16 \$25.77 - \$32.84 per hour

STATUS: Part-Time (30 hours per week)

GENERAL DESCRIPTION OF THIS POSITION:

Manages and supports the network, operation, integration, and enhancement of core library information systems and applications; provides user and operational support for all library systems; actively participates as a member of the library's Management Team.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Support and maintenance of network, PCs, ILS, telephone system, and other technology

Documentation of systems and inventory of equipment

Create, modify, and maintain SQL reports

Plan, implement, and develop library systems and technology

Maintain PCI compliance for library

Work with library suppliers, vendors, and support technicians

Support for maintenance of, and public catalog integration with, library website

Coordinate and maintain collection of mobile hotspots

Train and assist staff and public on technology related issues

REQUIRED QUALIFICATIONS:

Bachelor's degree in Information Systems or related field, or equivalent combination of education and experience
Proficiency with various technologies, including PCs, CSS, Microsoft Windows server, current Microsoft operating systems, and more

Knowledge of IIS, basic networking, e-commerce, and PCI compliance

Skill in computers, networks and software setup, configuration, maintenance, troubleshooting, and repair

Experience with SQL

Strong organizational and analytical skills

Excellent verbal, written, and interpersonal communication skills

Ability to work collaboratively with library staff, public, vendors, and others with varied skill sets and technical knowledge

Dependability and flexibility in scheduling work hours and responding to system calls

Work experience in a library strongly preferred

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: www.salinelibrary.org) in a single document to:

Mary Ellen Mulcrone, Director

Saline District Library

555 N. Maple Rd., Saline, MI 48176

maryellen@salinelibrary.org

If accommodations are required to complete the application process, contact Ms. Mulcrone.

Applications accepted until position is filled.

This position is open until filled.