

Position Description

POSITION: Network Administrator

DEPARTMENT: Digital Services

GRADE: 14

CLASSIFICATION: Full Time, exempt

1. SUMMARY

Under the general direction of the Digital Services Manager, with wide latitude for independent judgement and decision making, participates in managing the Library’s information systems, including network infrastructure, servers, desktop computers, tablets, and wireless access points. Provides information technology support to staff throughout the library as needed. Contributes to creating a positive environment and enthusiasm about the library.

1. DUTIES AND RESPONSIBILITIES
2. Primary duties and responsibilities
3. Maintains the Library’s information systems, including but not limited to: physical and virtual servers, desktop computers, laptops, tablets, router, firewall, switches, cabling and wireless access points
4. Administers Windows Servers including DHCP, DNS, and user and computer accounts and security groups
5. Builds, maintains, and deploys computer workstation configurations and images
6. Develops and oversees the backup of library servers and data
7. Provides hardware and software upgrades to network and server infrastructure
8. Maintains antivirus software on servers and workstations
9. Troubleshoots hardware and software for library network and users
10. Assists the Digital Services Manager with the development of information technology plans and integration and implementation of new technologies into the existing environment; recommends hardware and software purchases
11. Plans and conducts in-house or system-wide learning opportunities related to digital services as needed
12. Promotes the library by the practice of good public relations
13. Additional or specialized duties
14. Maintains currency with new technology and trends in digital services; keeps abreast of professional literature in field
15. Participates in continuing education opportunities and professional activities that are pertinent to the position
16. May assist with other library equipment such as barcode scanners, printers, telephone system, audio-visual equipment, and self-check machines
17. May serve as liaison with LINC consortium and with other LINC libraries
18. Other duties as assigned
19. Knowledge, Skills, and Abilities Required
20. Embraces “Service at the level of WOW!” philosophy
21. Maintains current knowledge of library services, practices, techniques and technology; exhibits willingness to learn and proactive approach to developing new skills as needed
22. Possesses knowledge of best practices in: networking and network infrastructure; Windows Server and Windows Desktop operating system administration; backup and recovery and security hardware and software
23. Ability to work and communicate effectively with public and staff
24. Ability to set priorities, make independent decisions, and exercise discretion with patrons and staff
25. Ability to follow through tasks to completion
26. Strong attention to detail and analytical capabilities
27. Physical Skills and Abilities Required
28. Ability to use computer keyboard, telephone and other library equipment
29. Ability to read small print accurately
30. Ability to lift and carry 20 pounds
31. Manual dexterity and strong fine motor skills
32. Ability to get to meetings outside the library

V. Qualifications for Position

1. Bachelor’s Degree in Computer Science
2. 2 year experience in network maintenance and working in automated library environment
3. Availability to work evenings and weekends
4. Available for on-call for IT system emergencies