

NOTICE OF VACANCY

TITLE: Library Technology Specialist

POSITION STATUS: Full-time permanent position – 35 hours per week.

REPORTS TO: Library Director

SUPERVISION EXERCISED: Oversees part-time adults and students.

SALARY: Salary: \$56,100

DUTIES: Provides technology instruction to patrons and staff.

Provides excellent customer service at all public desks, on the telephone, and online.

Recommends, develops, and implements technology plan.

Performs software and hardware upgrades, new installations, security upgrades, and maintenance on all library computers, microfilm machines, laptops, servers, printers, peripherals, and devices regularly and promptly as improvements become available.

Oversees and updates the library's website, social media, and intranet.

Works with consortium staff to monitor and analyze network issues.

Resolves technical problems in a timely and efficient manner.

Routinely evaluates the technology needs of patrons and staff.

Works 1 day/wk in City IT Department reporting to CIO.

Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Ability to communicate orally and to establish and maintain effective working relationships with the public and co-workers. Ability to deal tactfully and courteously with patrons in a busy urban environment. Familiarity with LAN, VLAN, WLAN, TCP/IP, Evergreen ILS, Envisionware, Drive Vaccine and/or Deep Freeze, Library Insight, Wordpress, online social networking tools, Overdrive, databases, and Windows and Mac OS.

**PHYSICAL DEMANDS &
WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to talk or hear.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand or kneel. The employee must occasionally lift and/or move up to 50 lbs.

Vision abilities required by this job include close and distant vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

Demonstrated ability to maintain, install, troubleshoot, and upgrade hardware and software.

Strong knowledge of networking (LAN and wireless).

Demonstrated knowledge of library technology applications including third-party library content vendors, web applications, and social media platforms.

Expertise using Wordpress, graphics editing software, and current web practices.

Experience with integrated library systems, Evergreen preferred.

Excellent communications skills.

REQUIREMENTS:

Schedule includes one evening per week. Every third Saturday. Some Sundays on a rotation.

Application deadline by October 16, 2015 to:

Tara Mansfield, Assistant Director
Salem Public Library
370 Essex Street
Salem, MA 01970
mansfield@noblenet.org

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