

Job Posting – Technology Support Specialist

Huntington City-Township Public Library

Purpose:

The purpose of this position is to provide extraordinary service to our customers and fellow library staff as a part of the Technical Services Department. This position demands a dynamic, energetic and self-motivated individual who can work well independently and as part of a group. This position requires problem solving and the ability to manage multiple projects. This position will participate in contributing innovative and progressive solutions as a part of a cooperative team. The work is performed under the direction of the Technical Services Department Head.

Hours: 40 hours per week including days, evenings and weekends. Overtime may occasionally be required to address technology issues

Examples of Work Performed:

- Routine installation, maintenance, minor repair, and troubleshooting of the library's network hardware and software, peripherals, office equipment, and other technology-related areas
- Performs help desk duties for staff and patrons
- Research and understand new technologies which have application to library operation
- Under the direction of the Technical Services Department Head, serve as system administrator for the ILS
- Works with outside vendors and specialists as needed for technical or special projects
- Performs related work as required

Qualifications and Skills:

- Associate's Degree in Computer Science or other related technology field required
- Minimum of 2 years working with technology and computer systems. Some library experience preferred.
- Background and interest in working with computers, both hardware and software
- Knowledge of computer networking concepts and applications
- Ability to explore and research solutions to computer problems as they arise
- Ability to interact with patrons and staff openly and courteously
- Ability to train/assist others in use of equipment, software, and related items

Compensation:

This position starts at \$13.00 per hour. Also includes an employee benefit package that includes vacation, sick leave, health, insurance, holidays, and retirement benefits.

Selection Procedure:

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Special Accommodations:

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

To Apply:

Download and complete the application at hctpl.info/jobs. Applications may also be picked up in person at the Main Library.

Submit the application, cover letter, and resume to jobs@hctpl.info or mail to:

Huntington City-Township Public Library

Attn: Director

255 W. Park Dr.

Huntington, IN 46750

All applications submitted by mail must be postmarked by the application deadline and received no later than 2 days after the application deadline.

Application Deadline: September 5th, 2014

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER