

# **Job Posting – Specialist III -Technology Support**

## **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 Assistant Director for Operations.

**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 Assistant Director for Operations, serve as system administrator for the integrated library system
- Works with outside vendors and specialists as needed for technical or special projects
- Performs related work as required

### **Qualifications and Skills:**

- Bachelor's Degree in Computer Science or other related technology field required
- Minimum of 3 years working with technology and computer systems. Some library experience preferred.
- Experience in Sirsi Dynix Symphony strongly 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 \$14.00 per hour. Employee benefit package 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:**

Submit a cover letter and resume to [jobs@hctpl.info](mailto:jobs@hctpl.info)

**Application Deadline:** January 3rd, 2018

**Interviews :** January 8th and 9th

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