POSITION ANNOUNCEMENT

TECHNOLOGY ASSOCIATE – FULL TIME
MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we serve and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:
Under general supervision, the Technology Associate installs hardware and software for the library’s computer and phone systems, assists in maintaining and troubleshooting equipment and software, and assists in training employees and members on use of computer hardware/software. Duties include hardware maintenance, repair, upgrades; software installation, configuration, troubleshooting in a Microsoft environment and maintaining system-wide hardware and software inventory, maintenance logs, and clerical office duties. Equipment includes network servers, printers, phone systems, network patch bays, switches, and personal computers.

QUALIFICATIONS:
Bachelor degree in Computer Science or Network Administration and a minimum of three (3) years IT experience or an equivalent combination of education, training and experience. Must have working knowledge of computer hardware repair, hardware maintenance, software configuration; analytical abilities and experience in troubleshooting and help desk support; Knowledge of Active Directory and Group Policy a plus.; good communication skills. Work involves regular driving to community libraries and frequent lifting, bending, stooping, stretching. Must possess and maintain a valid Ohio driver’s license with an acceptable driving record and provide own transportation.

WAGE: $14.81 per hour
Grade 4

BENEFITS: Vacation, sick leave, holidays, group health benefits; Public Employees Retirement System

HOURS: Full-time; 37.5 hours per week; must be able to work a flexible schedule that includes some evenings, Saturdays and occasional Sundays (schedule subject to change based on needs of the library)

OTHER: Union position

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:
Application available online at www.mcdl.info/employment
Email to: human.resources@mcdl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

10/25/2019