Position Available

**IT Project Coordinator (Full-Time)**
Downtown Newark

The IT Project Coordinator is responsible for the maintenance and management of Library computer equipment, software, and network systems and configuration system-wide; and serves as the Library’s primary liaison with vendors and agencies providing information technology services to the Library.

This is a Full-Time, exempt position; 37.5 hours per week. OPERS Retirement. A job offer will be conditional upon successful completion of a background check.

**Minimum Qualifications and Principal Duties**

- Associates degree preferred or an equivalent combination of education, experience, and training related to information technology.
- Two years of related experience in the field of information technology is required.
- Valid driver’s license and access to a vehicle to provide own transportation when participating in off-site Library business and Library van is not available.
- Must successfully pass a background check.

See complete job description, which is attached.

**Pay Rate**
The pay for this position is $21.58/hour. This position is eligible for the library’s fringe benefit package.

**Application Procedure**
Apply online at [www.lickingcountylibrary.org](http://www.lickingcountylibrary.org) and click on “Careers” at the bottom of the page and then click on “Current Job Openings.” Position will remain open until filled.

**Applicants should submit with online application:**
- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

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*The Licking County Library is an equal opportunity employer.*