Library Systems Manager
Eastlake, OH
Description
Full-time: 40 hours/week, Mostly daytime hours with occasional evening and weekend hours as needed.

Hiring Range: $60,000-65,000 annual salary, depending on experience. Excellent benefits.

Responsibilities:

The Willoughby-Eastlake Public Library is seeking qualified candidates for a full-time Library Systems Manager position. This staff member in this position will be responsible for protecting confidentiality. Providing a technology support framework that is responsive to the needs of internal customers is a core responsibility of the Library Systems Manager.

Organization of networked information is a key part of this position. The Library Systems Manager will be responsible for developing file structures and digital archives with clear control over access permissions, document versions, and record retention.

The Library Systems Manager will develop and maintain a training program for staff that will include a wide range of technologies. This responsibility includes subscription resources and bibliographic databases, as well as office software and operating systems. Training on networked copiers and other office machinery is also within the scope of this position. Technical management, upgrade and troubleshooting of the Library's VoIP phone system is also part of this position.

This position works with the Marketing & Public Relations Manager to develop the Library's website. The role of the Library Systems Manager in this area will be troubleshooting and correcting problems as well as usability studies including website SEO.

The Library Systems Manager supervises one employee who is responsible for routine maintenance and troubleshooting of PCs, peripheral devices and data networks. Collaborating with the Clevnet consortium to arrange local technical support that is provided by the Library's membership in Clevnet. Consulting with and engaging technical consultants as necessary and managing the budget for outsourced technical support.

Management of the Library's technology budget is an important part of this position, as is the development of policies pertaining to library technology and participation in collective bargaining. The Library Systems Manager completes the yearly process for federal Erate technology discounts.
Requirements

- Master’s degree in Library & Information Science, Knowledge Management, or equivalent.
- Familiarity with Microsoft Sharepoint and OneDrive
- Excellent organizational skills and ability to meet deadlines.
- Excellent verbal and written communication skills, with an emphasis on explanation and instruction.
- Knowledge of network technologies including cloud applications and architecture.
- Familiarity with VoIP technology, preferably Yealink and Unified Communications software such as 3CX.
- Advanced knowledge of word processing, spreadsheets, collaboration platforms and presentation software.
- CCNA certification preferred

**DEADLINE:** 9:00 a.m., March 28, 2022
Please complete the online application, and upload a cover letter, resume and 3 professional references.
Incomplete applications will not be accepted.

**No phone calls please.**
Important: Please upload your cover letter and resume when prompted by this online job application form.

*The Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*