TECHNOLOGY SERVICES COORDINATOR – FULL TIME
MEDINA LIBRARY

<u>REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING</u>:
The Medina County District Library is seeking a dynamic Technology Services Coordinator to join its Technology department. Under direction, the Technology Services Coordinator assists with the administration of the MCDL computer system, including planning, purchasing, implementing, and upgrading all automation services and equipment for the library, system wide. Administers and manages the MCDL computer operations and technology department in the absence of the Technology Services Manager. Administrative responsibilities include implementation of system-wide staff computer training programs and coordination of computer system maintenance including hardware and software installation, upgrade, repair and inventory control. Maintains the confidentiality and security of the library's computer systems and technology.

<u>QUALIFICATIONS:</u>
Candidate must have a bachelor's degree in computer/information sciences or related field and a minimum of three (3) years computer experience or equivalent combination of education, training and experience. Must possess and maintain a valid Ohio driver's license with acceptable driving record. This position will be required to work a flexible schedule, which may include evenings and weekends and may be required to respond to emergencies.

WAGE:	$21.64 per hour or commensurate with experience and qualifications
BENEFITS:	22 days vacation, sick leave, holidays, group health benefits, Public Employees Retirement System
HOURS:	Full-time; 37.5 hours per week including some evenings, Saturdays, and Sundays
HOW TO APPLY:	External applicants: www.mcdl.employment Internal applicants: via ADP account
DEADLINE FOR APPLICATION:	Open Until filled; cover letter submission required

6/17/2024