SYSTEMS SUPPORT COORDINATOR – FULL TIME
MEDINA LIBRARY

Requisition ID: 1174

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:
Under general supervision, this entry level position assists with the administration of the MCDL computer system, including installing hardware and software for the library's computers, networks, servers and phone systems. Assists with the administration of Office 365 including the maintenance of SharePoint and OneDrive, user account creation and maintenance, permissions and security of email and all documents within SharePoint and OneDrive, upgrades and troubleshoots any issues related to Office 365. Maintains the confidentiality and security of the library's computer systems and technology. 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, desktop computers and laptops.

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.

WAGE:	Pay range is $18.73 to $23.41 per hour commensurate with experience, education, and qualifications
BENEFITS:	22 days vacation, sick leave, personal days, 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)*
HOW TO APPLY:	External applicants: www.mcdl.employment Internal applicants: via ADP account
DEADLINE FOR APPLICATION:	**Open Until Filled (cover letter submission required)**

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.

8/22/2024