



## Job Description

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|-------------------|------------------------|-----------------------|------------|
| <b>Job Title</b>  | IT Specialist          | <b>FLSA Status</b>    | Non-Exempt |
| <b>Department</b> | Information Technology | <b>Pay Range</b>      | 8          |
| <b>Reports To</b> | Fiscal Officer         | <b>Effective Date</b> | 07/16/2024 |

### Objective of the position:

The Information Specialist is responsible for maintenance and coordination of all aspects of the library's electronic resources, including setup and maintenance of computers, printers, CD-ROMs, network, staff intranet, and assist with web page implementation as needed.

**Supervisory responsibilities:** none

### Job Summary:

- Works in conjunction with the staff of the Central Library Consortium (CLC) to coordinate the automated systems, including circulation, Internet access, e-mail, web page and other projects as required by the CLC
- Diagnose, repairs and replaces computer hardware, phones, cameras, and installs cabling, as needed
- Oversee the security and privacy of networks and computer systems
- Install and manage workstations with computers and necessary peripheral devices, such as routers, printers, access points, switches, etc.
- Works with vendors to resolve technology issues
- Researches, evaluates and recommends equipment and software purchases
- Participates in the budgetary planning process in the technology area
- Assists the Library in long range planning of technology systems that will meet changing and future patron needs
- Develops and implements a regular maintenance/cleaning schedule for all computer hardware
- Maintains all hardware and software inventory records
- Establishes hardware and software replacement schedules
- Maintains communications with library departments to keep a smooth work flow, create consistency in the manner work is conducted and meet special needs of the departments
- Develops library's action list for each year with other department managers
- Assists staff and patrons with computer problems
- Trains staff and patrons in new technology as needed
- Assists in public service areas as needed
- Checks e-mail and SharePoint frequently
- Willingness to explore and research new technologies to further the library's mission
- Represent library on CLC IT Committee and appropriate subcommittees

**Essential functions:**

- Knowledge of and ability to conform to library policies and procedures
- Knowledge of and ability to carry out project management
- Ability and willingness to collaborate and work with other library technology professionals
- Knowledge of current developments in the library technology field and attend trainings as needed
- Ability to interact tactfully and courteously with staff, other libraries' personnel, vendors, library administrations, and patrons
- Ability to effectively communicate both verbally and in writing
- Ability to diagnosis computer problems and repair minor problems
- Ability to meet the physical demands listed
- Ability to work a flexible schedule including nights and weekends
- Valid Driver's license, acceptable driving record, and access to reliable personal transport in order to travel to Branch location for both planned and emergency assignments

**Position Requirements:**

- Bachelor's Degree or equivalent work experience consisting of experience in technology
- Strong public service orientation
- Demonstrated commitment to serving library patrons and residents of the community
- Perform job duties with tact and discretion
- Previous library experience preferred
- Networking knowledge

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must regularly lift and or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Environmental factors:** indoor/outdoor

**Working conditions:** Library operating/non-operating hours including nights and weekends.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_