

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire a Technology Manager

POSITION DETAILS:

Position Title:	Technology Manager
Reports To:	Director
Full Time/Part Time	Full Time—34 hours
Position Type:	Salary/Non-Exempt

PURPOSE

- To support Library staff and serve all patrons by maintaining and improving technology services in the Computer Center and in the Library systems, and by effectively managing and developing staff.
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QUALIFICATIONS:

- At least one of the following educational qualifications is required:
 - Associate degree in a computer-related field, with 2 years of directly related experience
 - 1 year of post-high school training in a computer-related field, with 3 years of directly related experience
 - Equivalent combination of education and work experience in a related field
 - Supervisory experience, a plus
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS

- Manage operations and activities of the Technology Department and the Computer Center
- Establish goals and objectives in accordance with Library policy
- Interview, select, train, supervise, and evaluate appropriate staff
- Recommend appropriate continuing education opportunities for staff
- Keep Director apprised of the needs of Technology and Computer Center
- Maintain library's networks
- Evaluate and purchase hardware and software for Library system
- Install hardware and software at Main and branches

- Diagnose technical problems, including those involving the ILS, and implement technology solutions
- Perform routine computer system functions, diagnostics, and maintenance
- Safeguard the maintenance and confidentiality of all Library electronic records
- Serve as liaison to Tech support or service companies
- Maintain appropriate records and statistics, providing reports, as required
- Remain current on developing trends in computer technology
- Participate in budget request process and manage allocated funds throughout the year
- Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
- Attend meetings and workshops appropriate to position
- Perform other duties as assigned by supervisor

NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

SCHEDULE:

- To be determined by supervisor
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HOW TO APPLY:

- To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
- Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

- The documents may also be scanned and submitted as email attachments to: hardenma@massillonlibrary.org
 - Deadline for application: Open until filled
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EQUAL OPPORTUNITY EMPLOYER