Morton Township Library
Contracted Position Posting

Available Contracted Position: Technology Services Coordinator

Work Schedule: 8 – 12 hours per week

Compensation: To be negotiated

Essential Functions:
- Supports and maintains the implementation of all library systems including networks, servers, desktops, telecommunications, and circulation
- Ensures the efficient operation and maintenance of the network system, automation system, and telecommunications system
- Implements and maintains the library's technology products and systems including circulation, library catalog, Internet workstations, and staff computers
- Develops and teaches one-on-one technology instructional sessions for the public
- Installs and upgrades integrated library system service software
- Establishes and maintains technology security and user access controls for wireless and wired Internet services
- Answers staff and patron questions regarding technology issues
- Available for on-call technology emergencies
- Assists in the purchasing of computer hardware and software
- Performs other related duties as may be required

Required Competencies:
- Two or more years of IT experience
- Ability to:
  - Provide quality, friendly customer service
  - Manage local networks and library technology systems
  - Make sound and economical recommendations regarding software and hardware technology for the library
  - Identify, analyze, research, and solve technical problems
  - Communicate with staff and the public in a professional and courteous manner
  - Provide training and explain complex technical procedures to staff and public with patience and thoroughness
  - Plan and carry out work with minimal supervision
  - Understand and follow written and oral instructions
  - Maintain effective working relations with library staff and library board
- Excellent organizational skills
- Excellent communication skills

Preferred Competencies:
- Bachelor's degree in Computer Information Systems (or related field) or currently enrolled in a Bachelor's degree program in Computer Information Systems (or related field)

Apply: Submit resume, cover letter, and three references to Mary Ann Lenon, Morton Township Library Director, P.O. Box 246, Mecosta, MI 49332 or email mortwplib@centurytel.net

Deadline: Resumes will be accepted through 5:00 PM on Friday, December 2, 2016.