

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,700,000. Its circulation is 500,000 items per year, its gate count is 250,000, and its program attendance is 37,000.

POSITION: Information Technology Assistant (Part-time)

HOURS: Flexible schedule of up to approximately 28 hours per week, including days, nights, and weekends

RESPONSIBILITIES: Reporting to the IT Coordinator, the IT Assistant will be required to fulfill the following types of duties:

- Helps maintain the library's phone system, integrated library system, security system, and audiovisual equipment.
- Supports IT Coordinator by maintaining all server, workstation, network and peripheral hardware.
- Maintains public time, print, and access management system.
- Responsible for installing and maintaining all computer hardware and software.
- Works with the IT Coordinator to develop annual and long-term technology budgets and replacement schedules.
- Assists and trains staff and patrons with day to day computer questions.
- Sets up computer and audiovisual equipment for meetings and programs.
- Performs related duties as required.

QUALIFICATIONS:

- Associates Degree, or equivalent knowledge, in Information Technology, Computer information Systems, or closely related field, and at least one (1) year of work experience. Equivalent combinations of education, certifications, and experience may be considered.
- Well-developed IT/MS Windows 7 / 10 PC skills, including general knowledge and experience with MS Active Directory networks. Windows 10 deployment experience preferred.
- General knowledge of networking protocols.
- Experience with user support and hardware/software support.
- Excellent problem solving and interpersonal skills.
- Experience in customer service preferred.

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.

SALARY RANGE: Starting at \$17.20 per hour, based on experience and qualifications.

APPLICATION: Cover letter, resume, and application due by December 9, 2019

PROCEDURE: To: Baldwin Public Library
Attn: Robert Stratton
300 W. Merrill
Birmingham, MI 48009
Electronically to: robert.stratton@baldwinlib.org

The application is available on the library's employment webpage:
www.baldwinlib.org/employment