

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: IT Network Administrator Intern (Part-time)

HOURS: Flexible schedule of 15-28 hours per week, including days, nights, and weekends

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

- Responds to Help Desk support requests, including correcting problems and managing new installations.
- Supports library servers for file and print sharing, secure network services, user accounts, and user permissions to the shared folders.
- Supports library client computers for the public with Internet access, library Catalog access, and online databases. Supports library client computers for the staff with Internet access, access to the library's integrated library system, email, and office applications.
- Assists with maintenance of overall systems' (LAN, WAN, VPN, wireless, etc.) operation including the system-wide network equipment, including the servers, routers, switches, firewall, workstations, peripherals, software, etc.
- Assists in system administration and maintenance of windows-based multi-server environment (DNS, DHCP, file sharing, active directory, group policy, etc.).
- Reviews computer logs and messages to identify and report on possible violations of security.
- Assists with management of Firewalls, VPN, Intrusion detection/prevention systems
- Ensures that network data is backed up, is secure, and is protected from viruses.
- Manages the anti-virus software to ensure current virus protection on all library computers.
- Maintains current levels of Windows updates and software patches to ensure the security of the library's computers.
- Actively monitors network traffic for performance and security breaches. Manages network and system performance and reliability.

- Supports IT Coordinator by maintaining all server, workstation, network and peripheral hardware.
- Responsible for installing and maintaining all computer hardware and software.
- Sets up computer and audiovisual equipment for meetings and programs.
- Performs related duties as required.

- QUALIFICATIONS:
- High school diploma or equivalent. Currently enrolled in a college program studying Information Technology is highly preferred.
 - 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 Cisco Routers/Switches, IIS, Citrix.
 - 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 February 3, 2020

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