

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Ashley Aidenbaum, Melissa Mark, Frank Pisano,
Karen Rock, Jim Suhay, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

Baldwin Public Library – JOB 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 35,350 people. In addition to an annual operating budget of \$4 million, it has a \$2.3 million trust. The Baldwin Library prides itself on providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for patrons and staff.

Read more about BPL's COVID-19 response and phased reopening plan at <https://www.baldwinlib.org/reopening/>.

POSITION:	NETWORK ADMINISTRATOR – FULL-TIME
HOURS:	40 hours per week—including days, nights, and weekends
QUALIFICATIONS:	<p>Associates Degree, or equivalent knowledge, in Information Technology, Computer Information Systems, or closely related field, and at least one (1) year of related work experience. Equivalent combinations of education, certifications, and experience may be considered.</p> <p>Proficiency with: Windows 10, Microsoft Office, Symantec Antivirus Enterprise edition, TCP/IP, Web services, VPN Services, Network equipment (Firewall, Layer 3 and Layer 2 Switches, Access Points), Group Policy, Active Directory, Windows Server 2012/2016, VMWare and Virtual Servers.</p> <p>Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities.</p> <p>Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, work independently, and meet deadlines.</p> <p>Strong oral and written communication skills, including the ability to explain technology concepts to users at a variety of skill levels.</p> <p>Flexible, independent, team-oriented.</p>

RESPONSIBILITIES:

Reports to the IT Coordinator. The Network Administrator will be required to fulfill the following duties, which include but are not limited to:

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.
- Perform basic maintenance to network, computers and peripheral devices.
- Provide technical support on-site.
- Coordinate equipment repair and replacement.
- Manage, analyze, and update the Library's LAN, wireless network and network connectivity through regular review, maintenance, and improvement strategies including working with outside network contractors, if necessary.
- Evaluate, recommend, deploy, and maintain software and hardware; troubleshoot issues as needed.
- Establish and execute appropriate backup procedures with onsite and offsite backup copies for all network files, including, but not limited to Active Directory User profiles, and Library and staff files.
- Maintain and monitor firewall, filters, and other security measures.
- Monitor and analyze system event or computer error logs, and resolves issues appropriately.
- Works with IT Coordinator to update/revise the master technology plan.
- Supports staff in the use of technology in Library programs.
- Perform other duties as assigned.

SALARY RANGE:

Range \$45,000 to \$55,000 per year. Salary is based on experience and qualifications.

BENEFITS:

Health, dental, vision, and life insurance
Short- and long-term disability
Vacation leave, sick leave, personal leave, and holidays
City of Birmingham defined-contribution retirement plan
Retiree health savings plan

APPLICATION:

Cover letter, resume, list of at least three references, and [City of Birmingham employment application](#) due Friday, April 16, 2021 at 5:00 p.m.

PROCEDURE:

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