



A Century of Progress with Pride

STAFF VACANCY

Position: Library IT Manager (Part-time)
Location: Berwyn, Illinois
Salary: Commensurate With Experience
Application Deadline: February 1st 2016

POSITION DESCRIPTION:

As a member of the City Information Technology Department team, the Library IT Manager will report to the Network Architect and provide full management of and support and service to, all levels of the library's IT systems. This position is part-time and budgeted for up to 24 hours per week.

ESSENTIAL FUNCTIONS:

- Perform routine maintenance tasks of servers (ESX, Windows updates)
- Performs daily checks of systems: (Wireless, Backup, Network Monitoring, Printing, VMWare host health, DVR/Surveillance, Physical datacenter checks)
- Performs second level helpdesk trouble ticket resolutions
- Performs second level assistance to patrons using in-house desktops, laptops, and wireless devices
- Purchasing, budgeting, planning library IT annual expenditures
- Ability to provide support remotely (VPN), member of rotating on-call schedule for emergency support services
- Ability to update and support Library website, SharePoint, Active Directory administration/NTFS permission, user accounts and group maintenance
- Install applicable updates and new software on staff and public PCs
- Collaborating with City IT staff in effort to standardize platforms, software, etc.
- Prepare, coordinate, and communicate all USAC (e-rate) forms, emails, and documentation
- Communicate and review proposed major system changes to City IT staff
- Maintain Library IT budget
- Perform as on-site liaison to technical contractors, consultants
- Perform as technical liaison to SWAN/RAILS library technical consortium groups
- Oversee equipment/assets, inventories, warranties and licensing for library IT infrastructure

REQUIRED ABILITIES:

- Understanding of and extensive experience with Windows-based server management, software consolidation, hardware repair

- Core competencies in fundamentals of TCP/IP networking, enterprise design and architecture, remote services
- Ability to lead vision, management, and support for all IT-related responsibilities
- Ability to deploy and support a wide range of technology platforms, e.g. Mac
- Familiarity with Cloud applications and services (e.g. Adobe, Office)
- Friendly, open-minded, and professional attitude required under stressful situations
- Excellent communications skills, adaptable to wide-range of personalities
- Must be able to pass criminal background check
- Must be able to lift and carry 60 lbs.
- Other duties as assigned that fall within the reasonable scope of those discussed above

EXPERIENCE AND TRAINING:

- Bachelors' (in related IS field) required
- A+/Network+/MCP or equivalent certification required
- CCNA/MCSE preferred
- Experience with iMac/Macbook/iPad and related Apple support strongly preferred
- Library IT management experience strongly preferred
- Minimum of 5 years experience in progressively complex Information Technology, PC support, and/or related technology architecture required

APPLICATIONS:

May be obtained at Berwyn City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402 and at the city website www.berwyn-il.gov. All applications must be returned to Berwyn City Hall by 5:00 PM on February 1st 2016, attention James Frank. Please direct questions regarding this position to jfrank@ci.berwyn.il.us. There is a six month (6 month) probationary period associated with this position.

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.