

MCLS is a non-profit, member-driven organization whose mission is to facilitate sharing resources and to collaborate with other organizations to benefit Indiana and Michigan libraries.

Systems Administrator

Primary Responsibilities:

Responsible for maintaining information technology (IT) infrastructure so that it can be used effectively by staff and stakeholders. Provide staff support and training on installed applications. Analyze workflow and propose improvements to internal processes and procedures to improve staff efficiency and effectiveness.

Characteristic Duties:

1. Provide technology support to staff
2. Provide staff training for installed applications
3. Staff workstation provisioning, configuration, monitoring, and maintenance
4. Maintain IT documentation
5. Server monitoring, troubleshooting, and maintenance
6. IT security maintenance, monitoring, and troubleshooting
7. Develop automation scripts to perform frequent, routine tasks and facilitate workflows
8. Assist in maintaining system and disaster recovery documentation, planning, and testing
9. Manage user accounts and permissions across a wide variety of systems
10. Develop/enhance applications and tools to meet staff needs

Related Duties:

1. Attend MCLS virtual staff meetings; occasional travel to in-person meetings or in-service meetings
2. Attend IT staff meetings
3. Attend seminars and workshops related to professional growth
4. Participate in cross-functional MCLS committees as needed
5. Other duties as assigned

Qualifications:

1. College degree required with significant coursework in information technology field or equivalent work experience
2. Strong knowledge of Microsoft Office365 suite, including Word, Excel, PowerPoint, and back-office tools
3. Experience with technology support and training
4. Experience with UNIX/Linux systems
5. Familiarity with networking and Internet application protocols
6. Demonstrated self-initiated ability for analyzing, debugging, tracking, and problem-solving
7. Experience with programming languages and application logic
8. Excellent verbal and written communication and strong attention to detail
9. Ability to travel within Michigan/Indiana as needed

Salary:

Minimum: \$51,500

Supervision Received:

Supervision received from Information Technology Manager

Supervision Exercised:

None