



FLORENCE-LAUDERDALE
PUBLIC LIBRARY

Florence-Lauderdale Public Library Systems Administrator

September 6, 2022

Position: Systems Administrator

Salary Range: \$35,000-\$45,000; excellent benefits package including BlueCross/BlueShield of Alabama, Retirement Systems of Alabama, paid annual and sick leave, plus 12 paid holidays.

Deadline: September 20, 2022

Submission requirements: Cover letter, resume, list of three references, and FLPL employment application (<https://flpl.org/docs/flpl-jobapp.pdf>) may be mailed or emailed to-

ATTN: Abby Carpenter, Executive Library Director
Florence-Lauderdale Public Library
350 N. Wood Avenue
Florence, AL 35630
abby@flpl.org

Job Purpose:

The Systems Administrator is responsible for the acquisition, installation, configuration, and maintenance of the library's information technology infrastructure and software. The person in this position ensures that the library's multi-server and workstation environment has optimal uptime, performance, resources, and security to meet the needs of patrons and staff.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs network administration for computer systems, networks, telephone systems and peripherals: manages and configures servers to maintain updates.
- Checks and maintains connectivity; upgrades servers; adds/deletes computers to/from network; monitors network settings, network software, and drivers.
- Designs, develops, configures, maintains, repairs, and/or installs computer, network, telephone and related equipment.
- Works with users to plan appropriate locations for computer, network, and telephone equipment; determines facility modifications necessary to appropriately locate equipment.
- Maintains security of network and computer systems.

- Manages and configures switches, routers, wireless, firewalls, and other network equipment.
- Assists with complex/problem situations and provides technical expertise.
- Works with the facility manager in managing the computer software associated with the HVAC equipment.
- Oversees RFID and cash register systems.
- Supports development and implementation of new technology.
- Maintains an awareness of new applications, technologies, technical methods, trends, and advances in the profession.
- Operates or uses various equipment, power tools, hand tools, and supplies in order to complete work assignments: operates and maintains switches, routers, servers, testers, meters, and other power or motorized equipment.
- Assists with training and instructing co-workers regarding technology related operational procedures and proper use of equipment.
- Plans and executes the three-year Technology Plan.
- Manages the technology budget and keeps copies of all purchases and lease records.
- Collaborates with the Executive Director to plan the technology budget and manage expenditures.
- Instructs computer and technology classes for staff and patrons as needed.
- Maintains statistics for computer and wifi usage.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Minimum Qualifications:

Bachelor's Degree in Computer Information Systems or a related field. Library experience preferred. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all library policies, practices, and procedures necessary to function effectively in the position. Skilled in the use of computers, including all Microsoft Office software, Google Drive, and internet searching with a thorough knowledge and ability to use and troubleshoot Windows, Apple, and Linux-based operating systems. Familiarity with integrated library systems, computer print/time management software, and radio-frequency identification systems. Excellent verbal and written skills. Must have the initiative and follow-through to plan and perform daily, weekly, and monthly tasks to ensure the library networks, hardware, and software are functioning properly, while providing staff and patrons with the best service possible.

Work Conditions:

- The primary work location is the Florence-Lauderdale Public Library.
- May be required to attend community programs outside normal business hours and outside the library.
- May be required to attend conferences at local, state, and national level that require travel and overnight stays.
- Must hold a valid Driver's License and be able to drive a personal vehicle for library business.
- May be required to work flexible hours including some nights and weekends.
- Well organized, detail oriented skills are necessary.

- Must have effective problem solving/ decision making abilities.
- Ability to stand or sit for long periods of time.
- Ability to reach library materials at least three feet below and five feet above with a step stool or ladder.
- Ability to push and pull objects weighing 60-80 pounds on wheels.
- Ability to bend, stoop, twist, turn, and move furniture and library materials from place to place in the library.
- Must have a passion for using library technology to provide equal access and innovative opportunities for the community.
- Ability to anticipate and easily adapt to new and changing technologies, leading other staff members to do so as well.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public.

The above job description is not intended as; nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Equal Opportunity Employer