

POSITION ANNOUNCEMENT

TECHNOLOGY ASSISTANT – FULL-TIME MEDINA LIBRARY

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Assist in supporting all technology related equipment and services within the library system. Duties include hardware maintenance, repair, upgrades; software installation, configuration, troubleshooting; and maintaining system-wide hardware and software inventory, maintenance logs, and clerical office duties. Assists staff and patrons with use of hardware/software. Equipment includes network servers, printers, phone systems, network patch bays, switches, and personal computers. Software includes Office 365, Windows 2008 server and higher and Windows networking, Microsoft Office 2010 and higher. Candidate should have a working knowledge of Active Directory, DHCP and basic network configuration. Experience with databases or scripting is a Plus.

QUALIFICATIONS:

Candidate must have an associate degree in a computer related field and a minimum of two years computer experience or an equivalent combination of education, training and experience. Must have working knowledge of computer hardware repair, hardware maintenance, software configuration; analytical abilities and experience in troubleshooting and help desk support; good communication skills. Work involves regular driving to community libraries and frequent lifting, bending, stooping, stretching. Candidate must possess a valid Ohio Driver's License in good standing and provide own transportation.

WAGE:

\$14.81 per hour
Grade 4

BENEFITS:

Vacation, sick leave, holidays and group health benefits available; Public Employees Retirement System

HOURS:

37 ½ hours per week; must be able to work a flexible schedule that includes some evenings, Saturdays and occasional Sundays; work may involve schedule changes

OTHER:

Union position

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Application available online at www.mccl.info
Email to: human.resources@mccl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855

DEADLINE FOR APPLICATION:

Friday, April 7, 2017

3/24/2017