

IT Systems & Network Specialist

Southern Tier Library System
Corning, New York

Southern Tier Library System is accepting applications for the position of IT Systems & Network Specialist. The library system seeks an energetic candidate with a vision for 21st century library practices, and a passion for providing meaningful services to 48 member libraries within a team-based cooperative library system environment.

GENERAL STATEMENT OF DUTIES

This is a level 3 full time professional position serving within the Division of Information Technology. The IT Systems & Network Specialist performs professional duties to ensure the effective and efficient operation of the Integrated Library System (ILS), supporting servers, clients, LANs, WANs, and Information Technology related projects.

ESSENTIAL FUNCTIONS OF THIS POSITION

This position assists in maintaining network connections, servers and desktop PC's; serving as an operator and technical support specialist.

Provides technical assistance, training support and consults in the selection, use and maintenance of system-related hardware and software.

Acts as troubleshooter for system WAN connections.

Supports networks and ILS operations to the desktop level in the public libraries.

Supports and troubleshoots zero clients, PCs, email applications and peripheral equipment.

Assist with support for applications and software such as anti-virus, filtering, and email applications, active directory and group policy.

Assist with for planning and implementing server and network upgrades.

Works as part of an on-call rotation for urgent issues.

Other duties as required.

MINIMUM QUALIFICATIONS

Associate Degree in IT or related field or appropriate system and network administration in an enterprise setting required.

Knowledge of WANs, LANs, virtualization technologies, and desktop support methods.

Knowledge of HTML/Web-design preferred.

Strong ability to self-direct with excellent collaborative and problem-solving skills.

Personable, superior planning, organizational and multi-tasking skills.

Broadband home Internet access.

Able to operate computer components i.e. Keyboard mouse, small tools, etc.

DESIRED QUALIFICATIONS

Strong commitment to providing public library support within fast-paced work environment.
High-level customer service skills.
Valid driver's license.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

Frequent travel throughout System's region, and quarterly State-wide travel.
Sitting, talking, listening, reading and standing.
Able to lift and carrying at least thirty (30) pounds and push at least one hundred (100) pounds on wheels.
Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Salary & Benefits

Salary range is \$41,000 – \$45,000 for this 37.5 hour per week position, and is commensurate with experience. New York State Retirement & Empire Health Plan. Paid vacation, sick, personal and holidays based on organizational contract.

Application Process

Review of applications will begin immediately and continue until the position is filled. Please submit (via e-mail) a meaningful cover letter, resume, and at least three professional references to: Ken Behn, Assistant Director/IT at BehnK@stls.org

About Southern Tier Library System and Our Region

Our headquarters are in Painted Post just five miles from historic downtown Corning, NY ([Corning Museum of Glass](#), [Rockwell Museum](#), [Gaffer District](#) and [Corning Area Chamber of Commerce](#)).

We serve a five county region (Allegany, Chemung, Schuyler, Steuben & Yates), which incorporates the picturesque Appalachian Plateau and Southern Finger Lakes. Many of our southern region communities have easy access to hiking, skiing, hunting and camping throughout the foothills of the Appalachian Mountains, while our northern region communities enjoy boating, swimming, biking and wine & distillery tours around Keuka and Seneca Finger Lakes.

All 48 of our libraries are unique as the communities they serve. A sample of our communities include: the City of Elmira located in Chemung County ([Center for Mark Twain Studies](#), [Arnot Art Museum](#), [Clemens Performing Arts Center](#), [Elmira College](#) and [National Soaring Museum, Chemung County Chamber of Commerce](#)). Watkins Glen & Montour Falls located in Schuyler

County ([Watkins Glen International](#), [International Motor Racing Research Center](#), [Watkins Glen State Park](#), [Shequaga \(Montour\) Falls](#) and [Old Havana Courthouse Theater](#)). Hammondsport in Steuben County ([America's Coolest Small Town](#), [Curtiss Museum](#) and [Local Wineries](#)). Penn Yan and Branchport in Yates County ([Keuka College](#), [Yates County Chamber of Commerce](#), [Local Wineries](#)). Alfred, Fillmore and Wellsville in Allegany County ([Alfred University](#), [Alfred State College](#), [Houghton College](#), [Allegany County Chamber of Commerce](#)).

The Southern Tier Library System is 1 of 23 public library systems in New York State. Our organization continually evolves to meet the growing and diverse needs of our member libraries. Our leadership is committed to supporting our 48 member library outlets, and developing innovative ways to make public library services essential to the Southern Tier region.