

IT NETWORK SPECIALIST

Southern Tier Library System
Corning, New York

Southern Tier Library System is accepting applications for the position of IT 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 4 position. Working under the general direction of the Director of Information Technology, this position is responsible for providing network, server, desktop, mobile device hardware, OS and application support. Areas of expertise might include: WAN/LAN security, security policy development, Internet connectivity monitoring and alerting.

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in secure networking.

STLS and Library Networks: Responsible for public and private, wired and wireless, network design, installation, maintenance and security. Able to use VLAN segregation, ACLs and security appliances to protect private data and allow appropriate access via modern technologies. Develops, maintains and implements the necessary policies to define the security posture of STLS and public libraries.

Internet and Filtering Services: Partners with IT staff and service providers to maintain fiber, cable or wireless internet connections at the library system and member libraries. Ensures CIPA compliant filtering is in use. Works with IT staff to support member libraries' wireless devices and security appliances.

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.

Willing to work flexible schedule to meet member libraries' needs.

Works cohesively in a team and project-based environment.

Expresses a high-level of empathy for libraries and people with diverse skill-sets.

Ability to collaborate with other library system Divisions and align goals with Plan of Service.

MINIMUM QUALIFICATIONS

Associates degree, relevant library experience, or 2+ years of system and network administration in an enterprise setting required. Exceptional oral and written communications skills; fluent in English.

Personable, with excellent professional image, superior planning, organizational and multi-tasking skills.

Valid driver's license.

EXAMPLES OF WORK

- Manages installation, maintenance, monitoring and event notification for STLS and library WAN/LAN/WLAN equipment. Supports switches, routers, security appliances, wireless access points, and network protocols
- Assist with installation and maintenance of STLS and library Microsoft Windows servers, Linux servers, Virtualization servers, Storage, Desktops, other appliances and their installed services
- Assists in supporting applications such as ILS, Web, Security, Messaging, Domain Controller, Updates, Backup, Disaster Recovery, Database, Desktop and Mobile applications
- Participates in a collaborative effort to develop technology best practices, teach them to STLS and library staff and have supported services adhere to STLS Technology policies
- Provides Help Desk, email, phone and on-call support
- Assists in the research, development and implementation of new technologies
- Maintains and Distributes STLS IT loaner equipment
- Performs other duties as assigned
- Frequent walking, standing (upwards of two hours at a time) and sitting
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels
- Extensive bending, stooping, pulling, reaching, handling and feeling
- Manual dexterity; ability to operate computer components i.e. keyboard mouse, small tools, etc
- Good vision; correctible to 20/20 and in color
- Clear speaking voice and good hearing

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout library system's region, and quarterly state-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Salary & Benefits

Salary range is \$42,000 – \$47,000 for this 37.5 hour per week position, and commensurate with experience. 2% salary increase following successful completion of 3-month probationary period. New York State Retirement & Empire or Excellus Health Plan. Paid vacation, sick, personal and holidays based on organizational contract.

How to Apply

Please email a meaningful cover letter, resume and at least 3 professional references to it.jobs@stls.org. (Attn: Ken Behn, Director of IT).

Documents should be sent as PDF attachments. Subject line should read: "IT Network Specialist Search – Southern Tier Library System. Please provide your full name, physical mailing address, and primary phone number in the body of the email.

For more information about this position, Southern Tier Library System and our quality of living... visit us online at <http://www.stls.org/job-opportunities/>.

Deadline

Preference will be given to applications received by Friday, November 8, 2019, but applications are accepted until the position is filled. Interviewing begin late-November 2019. Preferred start date is by January 2020..

STLS is an Equal Opportunity Employer