



**POSITION: Technology Manager**

**WAGE:** Grade 16 \$62,000 - \$68,800 to start

**STATUS:** Full-Time

**BENEFITS:** Paid vacation, sick, and holiday time; health, dental, vision, life, short-term and long-term disability insurance; employer-funded FSA; retirement

**GENERAL DESCRIPTION OF THIS POSITION:**

Manages and supports the network, operation, integration, and enhancement of core library information systems and applications; provides user and operational support for all library systems; actively participates as a member of the library's Management Team.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

Support and maintenance of network, PCs, ILS, telephone system, and other technology

Documentation of systems and inventory of equipment

Create, modify, and maintain SQL reports for Polaris ILS system

Plan, implement, and develop library systems and technology

Maintain PCI compliance for library

Work with library suppliers, vendors, and support technicians

Support for maintenance of, and public catalog integration with, library website

Coordinate and support collection of mobile hotspots

Train and assist Technology Assistant with technology related issues (staff and public)

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in Information Systems or related field, or equivalent combination of education and experience

Proficiency with various technologies, including PCs, peripherals, Microsoft Windows servers, current Microsoft operating systems, and networking best practices

Knowledge of IIS, basic networking, e-commerce, and PCI compliance

Skill in networks, computers and software setup, configuration, maintenance, troubleshooting, and repair

Experience with SQL

Strong organizational and analytical skills

Excellent verbal, written, and interpersonal communication skills

Ability to work collaboratively with library staff, public, vendors, and others with varied skill sets and technical knowledge

Dependability and flexibility in scheduling work hours and responding to system calls

Work experience in a library strongly preferred

**APPLICATION PROCESS:**

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: [www.salinelibrary.org](http://www.salinelibrary.org)) in a single document to:

Karrie Waarala, Director

Saline District Library

555 N. Maple Rd., Saline, MI 48176

[karrie@salinelibrary.org](mailto:karrie@salinelibrary.org)

Applications accepted until position is filled.