

TOWN OF MIDDLEBOROUGH

10 Nickerson Avenue
Middleborough MA 02346



MIDDLEBOROUGH PUBLIC LIBRARY

102 North Main Street
Middleborough, MA 02346

Jason M. Bloom

Director

508-946-2470

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POSITION VACANCY

- POSITION:** **Head of Information Technology**
- LOCATION:** Middleborough Public Library
- COMPENSATION:** \$16.65/\$22.21 (union grade-dependent), min. 25 hours/week
- EXAMPLES OF DUTIES:** Supports and maintains the Library's hardware and software infrastructure including its connections to the SAILS network, the internet, telephone service, library databases and the video security network. Troubleshoots and solves hardware and software problems for staff and patrons; performs installation and maintenance of staff and public computers, servers and related software; monitors overall system performance, implements improvements and works with the management team to develop long-range technology plans. Provides training to all technology users as needed. Supervises occasional volunteers and temporary employees and/or interns.
- QUALIFICATIONS:** This position will normally be required to perform other duties outside the aforementioned areas in support of the effective operation of the library including some circulation, at least one evening per week, every other Saturday and one Sunday per month (when applicable). A more complete description of the position is available at www.midlib.org/docs/itmanager.pdf.
- EDUCATION/SKILLS:** Bachelor's Degree required, MLS/MLIS desirable, background in computer science preferred. Hardware/software installation, maintenance, and configuration knowledge, ability to work/communicate effectively with library management and staff and independently, project management, troubleshooting and problem resolution skills, web development/maintenance. Experience with Sirsi-Dynix Workflows, Envisionware computer management and DeepFreeze software a plus.
- CLOSING DATE:** Open Until Filled
- TO APPLY:** Send or email cover letter and resume to Jason M. Bloom, Director, Middleborough Public Library, 102 North Main Street Middleborough MA 02346, jbloom@sailsinc.org.