



## Position Available – Information Technology MANAGER 11-25-2015

*\*This is a provisional Civil Service position, which requires a Civil Service exam before permanent appointment.\**

### **General Statement of Duties:**

Under the direction of the Executive Director, this position serves as the head of library automation services for the Albany Public Library and is responsible for planning, administering and implementing policy for the Library's automation services, networks and related functions. The incumbent will also supervise the maintenance and operation of the Library's computer software and hardware.

**Job Description:** Initiates the integration of new technologies and recommends plans for future services; Evaluates network methodologies to implement a telecommunications network and makes necessary recommendations for changes in networks; Installs and relocates hardware and software for technology equipment, including assembly, configuration and transport, in accordance with established procedures and instructions; Performs and supervises periodic preventative maintenance in accordance with manufacturer recommendations and departmental standards; Provides staff training for the use of technology resources; Assists with the design of global network and other technology standards including communications protocols, security standards and related procedures; Supervises the preparation of technology documentation, specifications, standards, instructions and user manuals as needed; Works with contract and vendor supplied personnel engaged in the installation, maintenance and repair of technology hardware and software; Maintains operating records and prepares routine operating reports; Supervises and reviews the work of other personnel; Assists in the preparation of budget proposals and estimates for library automation services.

**Required Skills and Abilities:** Thorough knowledge of computer networks, hardware, and software systems; Thorough knowledge of the components, operation, maintenance and repair of network equipment; Thorough knowledge of data communications and basic electronics terminology; Good knowledge of standard communications protocols; Good knowledge of basic computer communications software; Good knowledge of personal computers and office equipment; Ability to communicate with outside vendors and consultants on equipment and related problems; Ability to comprehend users' needs quickly and accurately; Ability to exercise leadership and motivate others; Ability to plan and coordinate the work of others; Ability to communicate clearly, both orally and in writing.

### **Minimum Qualifications:**

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree which included or was supplemented by 15 credits in computer science, information technology or closely related field and four (4) years of fulltime paid experience in the installation, operation,

maintenance and problem diagnosis of network equipment including hubs, routers and switches and a minimum of two (2) years of supervisory experience; **OR**

- (b) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree which included or was supplemented by 15 credits in computer science, information technology or closely related field and six (6) years of fulltime paid experience in the installation, operation, maintenance and problem diagnosis of network equipment including hubs, routers and switches and a minimum of two (2) years of supervisory experience; **OR**

**Note:** Certification from a higher level network-training program that is vendor-approved, such as Certified Cisco Network Associate (CCNA), may be substituted for one (1) year of the above stated technical experience.

**Work Schedule:** Monday – Friday, 8:00 am – 4:00 pm, with occasional evening/weekend hours and after hours on call duties.  
Total of 37.50 hours per week.

**Supervisor:** Executive Director

**Salary:** \$67,175 with a generous benefit package

**Deadline:** **Application Review to begin on Dec. 14, 2015**

**Apply to:** Marjorie Reinhart, Human Resources & Finance Manager  
161 Washington Avenue  
Albany, NY 12210  
[reinhartm@albanypubliclibrary.org](mailto:reinhartm@albanypubliclibrary.org)

And, please include:

- Cover letter
- Resume
- Three professional references
- Copies of any technical certifications

*Albany Public Library is an AA/EO institution and is strongly and actively committed to increasing diversity within its organization.*