



AUBURN HILLS PUBLIC LIBRARY

3400 East Seyburn Drive, Auburn Hills, MI 48326

Part-time Technology Coordinator

The Auburn Hills Public Library is set in the beautiful community of Auburn Hills and serves over 22,000 residents. The Library is planning to improve and grow its technology and we are looking for a **Part-Time Technology Coordinator** to join our team.

The Technology Coordinator will assess and enhance existing technology systems and services, while discovering and deploying new ones. Responsible for coordinating and supporting a wide range of technologies and provide hands on assistance for Library staff and patrons.

Starting Wage: \$16.00 per hour

Scheduled Hours: 28 hours per week including days, nights and weekends

Essential Functions:

- Research trends and identify opportunities, recommend and procure technology products and services to enrich the Library patron experience.
- Establish working relationships with managers and staff to determine needs, define and resolve issues.
- Communicate effectively across the organization, conveying technology initiatives and project goals.
- Works in tandem with IT staff.

Duties:

- Liaison to TLN Technology staff for operation of Carl Automation System.
- Works with the Director to estimate budgetary expenses
- Monitor and research new technologies.
- Introduce and oversee technology projects.
- Oversee the installation and maintenance of software applications
- Ensure ongoing system maintenance tasks, including backups, upgrades and updates
- Troubleshoot network connectivity, wireless issues, printing issues, and system freezes
- Respond to system and computer related emergencies.
- Assist in maintaining and updating the Library website.
- Provide hands on assistance to Library staff and patrons in the use of technology.
- Build and maintain professional relationships with other public libraries.

Qualifications:

- Degree or experience in computer technology
- Experience with networking, servers and cabling
- Technically proficient in Microsoft operating systems
- Knowledge of web design
- Excellent organization and planning skills with the ability to work independently and as part of a team
- Excellent customer service skills: calm, tactful, supportive, and patient with a range of user abilities
- Ability to translate technical information, both verbally and in writing, to a non-technical audience.

Organizational Relationships:

- Reports to the Director and works in close cooperation with all other departments.

To Apply:

Mail or email a cover letter and resume by, Friday, October 12, 2018, at 5:00pm to:

Auburn Hills Public Library
Attn: Lawrence Marble-Director
3400 East Seyburn Drive
Auburn Hills, MI 48326
lmable@auburn-hills.lib.mi.us