

## **Systems Administrator, Admin**

**Position Summary:** The Systems Administrator is responsible for overseeing the overall operation of the library automation system and network. This person also serves as a member of the Executive Planning Committee, which is responsible for developing policies, procedures, goals and objectives for the library system.

**Education/Experience/Skills:** Requires a Bachelor's Degree in Computer Information Systems or related IT specialization. Requires at least 3 years of similar or related experience. Associate degree or technical programs plus experience and professional certification may be substituted for degree requirement. One (1) year preferable in a managerial or supervisory capacity. Library work experience and knowledge of MARC Bibliographic format is also preferred. Excellent management, organizational, and interpersonal skills. Ability to deal effectively with the public, Library Board, other employees, and elected officials.

**Duties and Responsibilities:** Duties and responsibilities include the following but are not limited to:

- Oversee and maintain the MCLS library network, including the Wi-Fi network.
- Serves as primary contact for IT help requests, responding to requests in a timely manner.
- Install and configure software and hardware and maintain upgrades.
- Oversee the operation of the application software for all computers.
- Responsible for writing test procedures for new software releases and testing new software releases.
- Coordinate and provide training in the use of the library automated system (ILS). Produce training materials as needed on system functions.
- Receive and respond to questions and problems concerning all computers as reported by staff.
- Maintain an inventory of equipment and software.
- Make site visits to all branches to troubleshoot, consult, train, and make recommendations concerning the automated system.
- Keep abreast of the latest technology and developments in library automation through professional reading and attendance of workshops, seminars and meetings.
- Recommend to library administration definable system parameters and changes for optimum use of system to meet library operational needs.
- Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.
- Responsible for updating and maintaining the MCLS website.
- Assists in the supervision of the administration positions of Technology Training/ILL Specialist, Collection Development, Cataloging, and Metadata Librarian, and the Part-time Acquisitions and Cataloging Assistant with the Assistant Director.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing normal duties of this job, employees may be required to sit or stand for longer periods of time and/or move from one area of the library to another. The employee may be required to climb ladders or step stools, stoop, bend, kneel, reach, push or pull loaded book carts, lift and carry stacks of books, or move boxes of materials of considerable weight from one location to another. The employee may be required to lift up to 35 pounds. The employee should have sufficient vision and hand/eye coordination to perform repetitive movements and job duties. Tasks require visual perception and discrimination as well as oral communications ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hours:** This is a full-time, exempt position. Normal hours and workdays are Monday – Friday, but may occasionally vary.

**Salary & Benefits:** Salary \$50,000 - \$55,000 depending on education and experience. A comprehensive state benefits plan includes paid holidays and sick leave, health and life insurance, basic dental and vision insurance, state retirement, and deferred compensation.

**This job description is subject to be changed by the employer as the needs of the employer and requirements of the job change.**

**All applicants are required to fill out a complete and accurate MCLS Job application.** (Resumes supported by transcripts, copies of degrees and continuous education certificates are helpful in giving consideration to full qualifications.)

**YOU CAN APPLY ONLINE OR IN PERSON AT ONE OF OUR BRANCHES:  
(See below)**

**Submit resume, cover letter, and employment application online at <http://www.mclsms.org/employment.php>**

**Email resume, cover letter, and employment application to [rmyers@mcls.ms](mailto:rmyers@mcls.ms)**

**Drop off resume, cover letter, and employment application in person at any of our MCLS branches or**

**Mail to: Ray Myers - 102 Priestley St. - Canton, MS 39046**

**Posted: January 8, 2024**

**Application Deadline: Open until filled**

**Available: January 16, 2024**

**Madison County Library System is an Equal Opportunity Employer**