

**Lancaster Community Library
Position Description**

Technology Specialist

The Technology Specialist plans and coordinates the library's technology services, including evaluating resources; acquiring, installing, and maintaining computer hardware and software; and coordinating technology training for staff, volunteers and public.

This position works with the library director and technology committee to draft, implement, and regularly update a comprehensive library technology plan.

This position will be regularly scheduled to work at the circulation desk. Some evenings may be required.

Qualifications: General educational development at a level normally acquired through completion of an associate degree at an accredited technical college as a Microcomputer Specialist, Network Specialist, or similar degree.

Duties:

1. Sets up and configures PC workstations to meet users' functional specifications. Obtains and installs new PC software and performs PC system upgrades.
2. Develops and maintains knowledge of the PC industry. Uses this knowledge to help assess the need for and make recommendations on the purchase, repair, and replacement of library PC hardware, software, and peripherals.
3. Provides training and support for end users, including staff, volunteers, and the public
4. Addresses problems with PC hardware and software through the use of troubleshooting techniques. Makes repairs onsite when possible. Tracks equipment sent offsite for repairs.
5. Maintains library's hardware/software inventories and repair records.
6. Keeps records of the expiration dates of all dated software (anti-virus, Deep Freeze, filter software, etc.); obtains and installs replacement software as required in a timely manner.
7. Prepares and maintains written procedures for all technology functions
8. Prioritizes requests for computer assistance and responds accordingly.
9. Disposes of, or oversees the disposal of, obsolete hardware in an environmentally friendly manner.
10. Assists with integrated library system (TLC Library.Solution) and library network support including backups, upgrade installations, troubleshooting, and emergency shutdown.
11. Provides courteous public service

Compensation: This position is budgeted to work 20 hours per week at \$12.50/hour. This position is not eligible for health insurance benefits. This position is eligible for sick leave, vacation leave, and participation in a 403b retirement savings plan.

Application: Please submit a cover letter and resume to Lindsay Gardner, Director at lgardner@lancasterlibrary.org.