

Systems Administrator

Nature of Work

The Systems Administrator is responsible for the upkeep, configuration, and reliable operation of the library's computer systems. The person in this position ensures that the library's multi-server and workstation environment has optimal uptime, performance, resources, and security to meet the needs of patrons and staff.

Organizational Status

The Systems Administrator reports to the Library Director.

Essential Functions and Responsibilities

- Ensures the efficient operation of all library automation modules including circulation, cataloging, and the online public access catalog
- Manages the library computers, servers, and software associated with the systems
- Maintains the library web site
- Recommends hardware and peripherals for purchase
- Trains staff on the use of technology
- Serves as the authorized contact person with library vendors for hardware and software installation as well as operation
- Coordinates all system upgrades, patches, and fixes
- Oversees the security cameras and other electronic equipment
- Provides technical support to library staff and occasionally patrons regarding computer-related issues
- Participates with other DPL team members in providing technology classes for the public and staff
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team member

Knowledge, Skills, Abilities

- Understanding of computers, systems, and the Internet
- Skills in trouble-shooting computer problems
- Knowledge of Ethernet networking and 802.11 wireless technologies utilizing TCP/IP
- Knowledge of computer components and an ability to repair/replace them
- Ability to install Operating Systems and applications, and integrate systems in an Active Directory domain
- Knowledge of Windows 7 through 10, Windows Server 2012, macOS, iOS, and Linux
- Knowledge of library technologies, including EnvisionWare product suite and Faronics DeepFreeze
- Ability to interpret and discuss technical terminology with others who may not be familiar with such concepts
- Ability to relate well with other employees and the general public
- Ability to communicate effectively, both orally and in writing
- Must have the desire and ability to serve the public and library staff with friendliness, tact, and diplomacy
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job
- Possess the physical and mental ability to work independently to the extent appropriate to the position with initiative and judgement
- Ability to analyze and to creatively solve problems related to the position
- Must possess a reputation of honesty, integrity, and reliability



Additional Examples of Work Performed

Participates in special projects and performs other duties as assigned

Minimum Education, Training, and Experience Required

A two year college degree in a computer related field or two years of relevant computer experience, or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required.

Working Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The person in this position will also have to be able to move and transport computer equipment and supplies from one area to another within the library setting. The employee may interact with upset staff and/or members of the public.

Physical Requirements

Must possess the ability to sit, stand, stoop, stretch, climb, lift, reach, carry, and transport computer equipment as well as other related materials from shelves and storage locations. Must possess the ability to carry equipment and materials generally not exceeding 40 pounds over uneven surfaces and stairs for installations, exchanges, and removals. Must possess the vision required to read printed materials and a computer screen. Must possess the ability to hear and speak with others both in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. Work also requires occasional walking, standing, bending, and climbing stairs.

Necessary Special Requirements

Valid driver's license in the state of Alabama and a good driving record.
Eligibility for the Library's automobile insurance coverage.

Hours/Salary Range

Normal work hours are Monday thru Friday during periods that the library is open. The ability to work evenings and weekends for special circumstances may be required. This position is full-time: 40 hours per week/\$17.00 per hour. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act.

Benefits

Decatur Public Library offers a benefits package which includes paid vacation, sick leave, and holidays.

Group medical/dental insurance and life insurance are available to staff employed 30+ hours per week.

Participation in Retirement Systems of Alabama is compulsory for those employed 40 hours per week.

Note:

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional duties which are not specific to their area and are not reflected in this description.