



Western New York Library Resources Council New Staff Position Now accepting applications

Job Title:	Systems Manager
Reports to:	Executive Director
Description:	Permanent full-time, Exempt
Salary range:	Commensurate with experience and education
Benefits:	Excellent benefits including NYS retirement, life insurance, subsidized health insurance, and generous vacation, personal and sick time.

Summary: In consultation with the Executive Director plans, coordinates, and provides direction and administration concerning all aspects of integrated technology, networking, development, and computing as they relate to WNYLRC technology initiatives. The position works closely with and/or supervises key staff members to maintain the integrity of data and workflows and to ensure the Council continues to provide the best possible services to our constituency.

Job duties include but are not limited to following:

1. Acts as system manager for and oversee all WNYLRC technology infrastructure and systems including but not limited to: documentation, servers, inventory email system, listservs catalog, computers, network, website, updates, security, and backups
2. Oversees monitoring, measuring, and evaluating existing hardware and software performance
3. Evaluates and tests emerging technologies and provides innovating recommendations and solutions to assist WNYLRC's efforts in supporting member libraries
4. Participates on WNYLRC member committees as required
5. Develops new WNYLRC services as needed through the development or implementation of new technologies, software, platforms, or products
6. Implements technologies when appropriate to enhance existing services or in developing new services
7. Recommends infrastructure enhancements/changes as needed
8. Directs, supervises, trains and evaluates assigned staff
9. With Digital Services Coordinator advises members on issues concerning technology applications
10. Conducts training sessions for the membership when needed
11. Develops and implements WNYLRC's technology plan in consultation with the staff and Executive Director
12. Develops documentation of organizational systems and software including policies and processes



13. Works with associated regional advisory groups/committees and staff of other library systems in the region and across the state on the implementation of cooperative initiatives that facilitate access to information
14. Other duties and responsibilities as assigned by the Executive Director

Required Qualifications:

- Minimum Associate degree in computer science, information technology or related degree with five-years of experience in the field
- Demonstrated experience in the management of computer and network systems
- Experience in the client/server computing environment including Windows server, networks, firewalls, system security, RAID, virtual servers, wireless LAN, VPN, DNS, general office software, and active directory
- In depth knowledge of HTML
- Interest and ability to learn new emerging technologies and their application to libraries
- Strong analytical and technical problem-solving skills as well as troubleshooting skills for practical and complex applications
- Ability to work independently to achieve goals
- Effective interpersonal skills to establish good working relationships with colleagues
- Ability to analyze technical, professional and managerial problems and recommend new technology applications
- Working knowledge of contemporary IT applications and ability to learn and implement new technology applications
- Proficiency in Windows server environment (Exchange, Windows 10, Microsoft Office 2013)
- Ability to travel both regionally and statewide when necessary and willingness to work remotely and in person with colleagues across the state on various projects
- Ability to work a flexible schedule
- Demonstrated interpersonal skills, ability to work in a team environment, and oral and written communication skills.

Desirable skills:

- Extensive Programming experience
- Experience with SSH, SQL, MY SQL, PHP, XML
- Experience with development including Drupal
- Experience with LibGuides and MS Office suite
- Academic or public library work experience
- Supervisory experience
- Knowledge of Bootstrap