

BATAVIA PUBLIC LIBRARY JOB POSTING

Electronic Services / Information Technology Manager — Full Time

Are you a high achiever with a passion for new technology? Batavia Public Library is seeking an Electronic Services Manager to manage the Library's information technology.

OVERVIEW

As a member of the Leadership Team, reporting to the Director, this full-time position manages information technology and all things electronic.

ESSENTIAL FUNCTIONS & GENERAL STATEMENT OF DUTIES *(highlights only; not inclusive)*

- Manages and oversees the operation of the Library's computer, telecommunications, audio-visual, and other digital, technological, and/or electronic systems, broadly conceived
- Serves as the primary liaison to and oversees the work of the Library's managed services provider (Webit Services Inc.) and its support team
- In collaboration with the managed services provider, provides support for and troubleshoots the Library's physical and wireless networks, telecommunications system, security system, hardware and software for computers and peripherals, and other electronic and audio-visual equipment, for both employees and patrons
- Works with employees and patrons to facilitate the use of technology as a core library service
- Manages the Library's Technology Plan and related special projects; upcoming special projects may include an updated security system, remote lockers, and a new Wi-Fi system
- Helps prepare the annual budget for Electronic Services, the triennial Capital Asset Plan, and the annual schedule of capital projects as related to Electronic Services

SCHEDULE

A typical work schedule is 7.5 hours per day, Monday–Friday, and may include evenings and weekends as needed. The successful candidate will have flexibility in schedule and accessibility outside of work hours to respond to emergencies.

QUALIFICATIONS / ACCEPTABLE EXPERIENCE & TRAINING

- **REQUIRED:** Bachelor's degree from a college or university of recognized standing in information technology or an equivalent, related field; at least five years' relevant, successful experience in information technology or an equivalent, related field
- **PREFERRED:** Training and/or experience in project management; substantial experience working with application software; certifications in information technology
- **DESIRED:** At least three years' experience working in a public library; supervisory experience at a departmental level. The ideal candidate will be flexible, well-organized, forward-thinking, approachable, innovative, resourceful, and good-humored.

SALARY

Salary starts at \$33.50 per hour, depending on experience. This position comes with a generous benefits package, including medical, dental, vision, and life insurance coverage; Illinois Municipal Retirement Fund; optional 457 plan; and holiday, vacation, sick, and personal leave.

HOW TO APPLY

Send a letter of interest describing your skills and experience, a detailed résumé, and contact information (names, addresses, telephone numbers, and email addresses) for at least three (3) professional references: —

- via email to jobs@bataviapubliclibrary.org
- by mail to **10 S. Batavia Ave., Batavia, IL 60510-2449, Attention: Human Resources**
- or drop off in person

Applications received by February 28, 2023, will receive first consideration, but we will continue to accept applications until the position is filled. Employment will be contingent upon the results of the background check.

Batavia Public Library is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, familial status, marital status, veteran status, sexual orientation, or any other legally protected status, and we comply with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify the Human Resources department in advance at (630) 879-1393 ext. 330.