

JOB OPENING: IT Systems Specialist, Pioneerland Library System, Willmar, MN

GENERAL DESCRIPTION: Pioneerland Library System, a consolidated regional library system located in west central Minnesota, is seeking an IT Systems Specialist as part of a two-person team responsible for all aspects of systems administration for the Library System, including networks, applications, databases, servers, hardware, email system, telecommunications network, and staff training. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring, and development of system procedures with the Library System.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of computer hardware, software, and network systems
- Knowledge of and experience with administering LINX and Windows systems in a particular environment. Experience with desktop and printer support desirable.
- Strong understanding of networking protocols and concepts.
- Possess technical skills with TCP/IP, DNS, Active Directory, Networking, Web Servers and server hardware.
- Knowledge of HTML is desirable.
- Ability to establish and maintain positive working relationships with clients and co-workers.
- Strong organizational skills and ability to manage multiple tasks.
- Self-starter with ability to develop and follow processes and procedures.
- Strong interpersonal skills and experience supporting users in remote locations is desirable.

MINIMUM QUALIFICATIONS: Associate degree in Network Systems Administration or post-secondary technical schooling in computer operations (or related field) plus one year of related work experience; or an equivalent combination of education and experience necessary to perform the essential duties of the job. Experience working in a library setting is a plus.

Work environment is an office setting. Travel between libraries is required.

Position Open Until Filled

HOURS: 40 hours per week.

Starting salary: \$46,500 + per year DOQ. Competitive benefit package includes Minnesota Retirement (PERA).

Application Deadline: This position is open until filled. Send resume and letter of interest to: Laurie Ortega, Director, Pioneerland Library System, PO Box 327, Willmar, MN, 56201 or email to: laurie.ortega@pioneerland.lib.mn.us

For more information about Pioneerland Library System please go to our website: <http://www.pioneerland.lib.mn.us>

Notice: Appointments for all PLS job positions require the approval of the Pioneerland Library Board and successful completion of background check.