COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 25, 2016 **CLOSING DATE: FEBRUARY 8, 2016**

TITLE: LIBRARY TECHNOLOGY ASSISTANT **GRADE: 208**

DEPARTMENT: INFORMATION TECHNOLOGY (LIBRARY) **BARGAININGUNIT: AFSCME Professional**

ENTRY RATE: $16.21HR $31,610/YR **HOURS PER WEEK: 37.5 (INCLUDES NIGHTS & WEEKENDS)**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This position administers the Library computer network infrastructure, installs, modifies and makes repairs to new and existing computer hardware and software systems under the direction of the Library Technology Coordinator. Additionally, he/she will provide training and technical assistance to staff system users.

DUTIES AND RESPONSIBILITIES:

Administration of the library servers and security network which includes Active Directory, firewalls, file shares, email, Wi-Fi, and other related technologies.

Provides technical support to PC users, the network servers and associated network interfaces at all outlets of the Erie County Public Library (ECPL) and may be required to travel to public libraries in the Erie/Crawford District. Duties include but are not limited to: installation of new PC/LAN hardware and software, upgrade of existing PC hardware/software, PC/LAN/WAN problem resolution, preventative maintenance and help desk support. Keeps abreast of new hardware and software product development. Makes recommendations to Library IT Manager for purchase of new equipment or software. Investigates and resolves PC security issues for public and staff PC's at ECPL and public libraries in the Erie District. Assists in staff user training. Assists in the development, implementation, and upgrade Internet network, installation and upkeep of PC and network equipment outside of library property, and set up and upkeep of library servers. As a secondary responsibility, serves as backup system operator for Library's circulation and on-line catalog computer when the primary operator is absent. Duties include: performing scheduled backups, compiling and printing reports, communicating problems to the system's support desk, keeping log of problems and resolutions, data entry. Other duties as assigned by the Library Technology Coordinator.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES:
In depth knowledge of computer technologies especially: Windows Server, Active Directory, user security, Windows operating systems, Microsoft Office, and networking. Additional knowledge of wireless environments, printers, mobile / handhelds, and other peripheral devices is preferred.
Experience with software to customize computers for public access is a plus. Ability to work with confidential information and solve complex problems. Ability to communicate successfully in a professional, cordial manner with peers, members of the public and staff of other organizations. This position requires: prolonged sitting, stooping, lifting/moving ten to fifty pounds, talking, hearing and vision abilities.

MINIMUM REQUIREMENTS/QUALIFICATIONS:
Associate Degree in computer-related studies plus minimum of two years related experience; or the equivalent combination of related training and experience. Must have valid PA driver's license and provide own transportation.

STATEMENT OF BENEFITS:

Below is the average contribution the county pays for an employee's healthcare plan:

AFSCME PROFESSIONAL	SINGLE COVERAGE	DEPENDENT COVERAGE
(Amount corresponds with bargaining unit above)	**$10,450.00**	**$21,960.00**

Average paid holidays annually – **14 days**
Average paid vacation for 1st year – **6 days**
Average paid personal days annually – **5 days**

**Holidays, vacation, and personal days may vary by bargaining unit.*