

**ELYRIA PUBLIC LIBRARY
POSITION POSTING
10/13/2021**

Job Title: Computer/Network Technician – 37.5 hours

Department: IT

Initial Assignment: All system facilities

Immediate Supervisor: IT/Facilities Director

Positions Supervised: None

Effective Date: Immediately

JOB RESPONSIBILITIES:

Performs set-up, support, maintenance, troubleshooting and repair of stand-alone and networked PCs, software, terminals and peripherals as well as presentation equipment. Support servers, workstations and other network equipment as well as the network connections to the library automation system SIRSI using the Workflows client server.

QUALIFICATIONS:

Minimum of a Two-year Associates Degree in Computer Technology, Electronic Technology, with one to two years of related work experience. Knowledge of various computer hardware: PC workstations, servers, terminals, printers, print servers and various other business-related computer equipment. Working knowledge of both LAN and WAN computer networks with wireless experience being a plus. Working knowledge of various Windows operating systems such as Windows XP, 7, through 10 and Server 2003, 2008 through 2012. Ability to update software, system drivers, and virus and security software is a must. Proficiency in Microsoft Office, Internet browsers and telnet applications is required. Software programming skills are a plus. Work attendance will be considered.

Hours: 37.5 hours per week, including evenings & weekends

Pay rate: \$19.22 per hour

Full description is available on the EPLS web site.

Apply to HR Coordinator at: apply@elyrialibrary.org

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