IT POSITION (Part-time)

Automation Coordinator

Free Library of Springfield Township (FLS) is part of the Montgomery County library consortium, MCLINC, sharing a database of materials and patrons, while working independently of each other. The IT representative is responsible for the maintenance of computers, both staff and public, along with peripherals, i.e. printers, barcode scanners and Wi-Fi/Ethernet connections.

Requirements:

Working knowledge of Microsoft products, including Office 365, along with other software, i.e. Adobe

Understanding of various browsers, Firefox, Safari, Google Chrome, Edge

Understanding of library WIFI and hubs, and Verizon/Comcast connections

Understanding of servers.

Maintain inventory list of machines

Ability to communicate with FLS staff as well as MCLINC staff regarding any questions, issues.

Prompt, courteous

STAFF SIDE:

Update/maintain staff machines as needed for software needs, i.e. SkyRiver, Polaris

Troubleshoot any problems with connections to printers, local and network printers

Assist in password updates, and security of said passwords

Maintain security protocols, email assistance, spam issues, etc.

PUBLIC SIDE:

Update/maintain all public machines, for Microsoft updates, security protocols, browser issues, etc.

Troubleshoot any connection issues with CloudNine/Envisionware printing software for public machine

TO APPLY:

Please send a resume and cover to: mlhughes@mclinc.org

This position will remain open until filled.