The Library of Hattiesburg Petal & Forrest County is now accepting applications for the following positions:

Information Technology Manager

Open: Immediately
Application Deadline: until filled
Available: October 1, 2022 (earlier start date may be considered upon mutual agreement)
Interviews: to be arranged

Salary: $39,510 annual ($19.00 per hour)

Benefits: state retirement, state health and life insurance, dental and vision insurance, Concern Employee Assistance Program, 8 hours sick leave per month and 11.33 hours annual leave per month.

Application is available at:

https://hatt.ent.sirsi.net/custom/web/content/it8.pdf

Information Technology Manager

The Information Technology Manager oversees the operation of the library automation system, library network, staff and public computing equipment (including peripherals) and staff and public software. This person also serves as a member of the library's supervisory team.

We are looking for a positive, energetic person to join the leadership team at The Library. The ideal candidate for this position has a "can-do" attitude and is motivated and committed to providing exceptional library service. The successful candidate must be a team player and is flexible and responsive to the changes and challenges of the library's daily, dynamic operation.

Work Location & Schedule

While the primary work locations for this position are the Hattiesburg and Petal libraries the Information Technology Manger routinely works outside the primary location.

The library's current operating hours are Monday to work any hours designated by through Thursday 8:00 am through 7:00 pm and Friday and Saturday 8:30 am to 5:00 pm. While the bulk of the work schedule will fall into these hours, the Information Technology Manager position requires the ability and willingness Library Administration.

Primary Responsibilities

The primary responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as Integrated Library System systems administrator.
- Serve as liaison to Integrated Library System vendor and other vendors used in the operation of the ILS. Establish and maintain a cooperative working relationship with ILS vendor.
- Responsible for writing test procedures for new ILS software releases and testing new ILS software releases.
- Coordinate and provide training in the use of the ISL. Produce training materials as needed on system functions.
- Maintain, diagnose, and repair all Library System computers, including circulation, staff, and public workstations
- Install and configure software and hardware upgrades as needed
- Oversee the operation of application software for all computers
- Coordinate with vendors on supported hardware and software
- Assist Director in planning for library technology needs
- Responsible for writing test procedures for new software releases and testing new software releases
- Assist in training staff with hardware and software as needed
- Attend training sessions related to these duties as needed
- Stay abreast of trends and developments in technology, particularly as it relates to libraries. Ensures library stays current with automation advances by recommending and planning new services and identifying future needs
- Serves as primary contact for IT help requests, responding to requests in a timely manner.
- Assist in statistical reporting by logging use computers and library network.
- Ensure that computer equipment needing repair or that no longer works is properly cleaned and stored
- Assist administration in updating inventory changes by tracking inventoried hardware items and their relocation or removal from use
- Administers participation in the Universal Services Fund (E-Rate) program.
- Works with Administration and Librarians to maximize efficient use of informational databases and websites.
- Works with Administration and Librarians to maximize efficient use of library apps.
- Works with Administration and Librarians to create, maintain and maximize efficient use of library website.

Additional Responsibilities:

- Serves as a member of the Supervisory team at the library.
- Serves as Manger on Duty.
- Follows all management directives to assist in providing excellent customer service and the effective over-alloperation of the library.

- Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.
- Other duties as needed or required

Qualifications:

- High School Diploma or equivalent
- Three years of IT training, study, or practice in a formal educational or employment setting
- Knowledge of computer technology, particularly Windows
- Knowledge of computer networking and ability to troubleshoot network problems
- Knowledge of PCs and ability to troubleshoot and repair them
- Ability to install and troubleshoot Microsoft Office applications
- Ability to learn, install, and troubleshoot both general and library-specific software applications
- Must have a working knowledge of apps in an Android and/or iOS environment
- Experience in administering maintaining and troubleshooting computer networks with over 50 workstations is desirable
- Must successfully complete a library administered IT test
- Must have a currently insured personal vehicle and willingness to use vehicle for library business
- Must be able to work as an effective team member and demonstrate a "whatever it takes" work ethic.
- Must be able to communicate clearly, diplomatically and in a friendly and positive manner with library users and stafffrom diverse ethnic, socioeconomic, and cultural backgrounds.
- Work experience in providing direct assistance in digital formats (Windows, Android, iOS) is desirable.Work experience with SirsiDynix Workflows is desirable.
- Experience in administering, maintaining and troubleshooting a library Integrated Library System is desirable
- Must have the ability to stand the majority of the work shift and to reach materials at high and low levels.Must have the physical agility to bend, stoop, twist, turn and to move materials from place to place.
- Must have the physical ability to push carts and bins loaded with materials.
- Experience in working in a public library is preferred.

PLEASE READ THESE INSTRUCTIONS CAREFULLY

IF THE APPLICATION IS NOT FILLED OUT *COMPLETELY* YOU WILL NOT BE CONSIDERED

The applications will be reviewed by a committee and selected applicants (based on education and experience) will be interviewed.

To complete the application answer each question. Do not attach resumes or other printed documents to the application.

Applications must be returned in digital format via email to naomi@hpfc.lib.ms.us with a subject line of Library Application.

Not everyone who files an application will be called for an interview.

DESCRIPTION OF POSITION

Full-time Information Technology Manager. This is a 40 hour per week position with a beginning salary of $39,510. The salary is paid once per month on the last business day of the month. Selected applicants will be scheduled to work at the Hattiesburg Library, the Petal Library and other locations. This position is exempt under the Fair Labor Standards Act (FLSA).

LIBRARY STAFF HOURS

The library's current operating hours are Monday through Thursday 8:00 am through 7:00 pm and Friday and Saturday 8:30 am to 5:00 pm. While the bulk of the work schedule will fall into these hours, the Information Technology Manager postion requires the ability and willingness to work any hours designated by Library Administration.

THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

INFORMATION TECHNOLOGY MANAGER

Date: _____   *revised 08/2021*

Name: _____

    (Last)   *(First)*   *(Middle)*

Address: _____

_____

Phone: _____

Email Address: _____

If you <u>are not</u> a U.S. citizen, do you have the legal right to work in the United States?
(Proof may be required after hire.)

_____ YES   _____ NO   _____ DOES NOT APPLY

Have you ever been convicted of a crime?   _____ YES   _____ NO

If yes, please explain below. Note: A conviction does not automatically mean you will not be hired, but misinformation on this item can be grounds for further consideration of termination if you are hired. What you were convicted of and how long ago are important. Give all the facts so a decision can be made.

_____

_____

_____

_____

PART I
RELEVANT JOB EXPERIENCE

In this part of the application we are interested in those life experiences which are related to the job for which you are applying. In the spaces below *(use extra paper if necessary)* list only those experiences which are related and/or show you can do the job for which you are applying. You may list part-time and unpaid experience, as well as, full-time and paid experience. The letter codes *(A, B, C, etc.)* will be used later in completing this application, therefore, if you list additional experiences be sure to put a letter code *(F, G, H, etc.)* above each additional experience.

May we contact your present employer? _____YES _____ NO
If you check yes, your present employer will not be called until you have completed an interview and are a finalist for the position.

Are you currently working for a State agency, such as a school, a hospital, or a city or county government office in a position that is covered by the Mississippi Public Employees' Retirement System?
_____YES _____NO

Are you currently retired from OR are you drawing benefits as a retiree from the Mississippi Public Employees' Retirement System? _____YES _____NO

VERIFCATION OF ALL THIS INFORMATION MUST BE POSSIBLE

(A)

Job Title: _____
Employer Name: _____
Address: _____
Phone: _____
Dates of employment:
(From / To) _____
Supervisor's Name: _____
Salary when you left: _____
Reason you left: _____

(B)

Job Title: _____
Employer Name: _____
Address: _____
Phone: _____
Dates of employment:
(From / To) _____
Supervisor's Name: _____
Salary when you left: _____
Reason you left: _____

(C)

Job Title: _____

Employer Name: _____

Address: _____

_____

Phone: _____

Dates of employment:
(From / To) _____

Supervisor's Name: _____

Salary when you left: _____

Reason you left: _____

(D)

Job Title: _____

Employer Name: _____

Address: _____

_____

Phone: _____

Dates of employment:
(From / To) _____

Supervisor's Name: _____

Salary when you left: _____

Reason you left: _____

(E)

Job Title: _____

Employer Name: _____

Address: _____

_____

Phone: _____

Dates of employment:
(From / To) _____

Supervisor's Name: _____

Salary when you left: _____

Reason you left: _____

PART II
RELEVANT EDUCATION/TRAINING

In this part of the application we are interested in your education/training which is related to the job for which you are applying. In the spaces below *(use extra paper if necessary)* list only the education/training which is related to the job and show that you can do the job for which you are applying. You may list accredited formal education/training and/or informal, part-time, paid or unpaid training. Self-taught or other methods of informal learning, perhaps from someone else, may be listed since verification is possible. The number codes *(1, 2, 3, etc.)* will be used later in completing this application, therefore, if you list additional education/training be sure to put a number code *(9, 10, 11, etc.)* above each one.

VERIFICATION OF ALL OF THIS INFORMATION MUST BE POSSIBLE

(1)

Type of Program / Course: _____

_____

_____

_____

Where Attended: _____
Dates Attended: _____
Course Title: _____

(2)

Type of Program / Course: _____

_____

_____

_____

Where Attended: _____
Dates Attended: _____
Course Title: _____

(3)

Type of Program / Course: _____

_____

_____

_____

Where Attended: _____

Dates Attended: _____

Course Title: _____

(4)

Type of Program / Course: _____

_____

_____

_____

Where Attended: _____

Dates Attended: _____

Course Title: _____

(5)

Type of Program / Course: _____

_____

_____

_____

Where Attended: _____

Dates Attended: _____

Course Title: _____

Answer the questions below. Questions with "MQ" represent the minimum qualifications for this job. If you cannot answet "YES" to each of these questions you do for qualify for this position.

Insert a letter (from Part I) and/or a number (from Part II) in the space after CODES to specify where you obtained the knowledge, skill or ability.

Please note: If you fill out the application incorrectly or incompletely you will not be considered for the position.

1. Have you had three or more years of IT training, study or practice in a formal education or employment setting?

      (MQ) _____ YES _____ NO   CODES _____

2. Do you have a high school diploma or its equivalent?

      (MQ) _____ YES _____ NO   CODES _____

3.Do you have knowledge of computer technology, particularly Windows ?

      (MQ) _____ YES _____ NO   CODES _____

4. Do you have a working knowledge of apps in an Android and iOS enviroment?

      (MQ) _____ YES _____ NO   CODES _____

5. Do you have knowledge of computer networking and the ability to troubleshoot network problems?

      (MQ) _____ YES _____ NO   CODES _____

6. Do you have knowledge of PCs and the ability to troubleshoot and repair them?

      (MQ) _____ YES _____ NO

7. Can you provide **two valid** forms of identification at this time?

One of these *must* be a valid government issued picture-ID - the other can be your Social Security card.

      (MQ) _____ YES _____ NO

PART IV

The questions in the following section are not minimum qualifications. These questions pertain to desirable qualifications. Unlike the section containing MQ questions, you do not have to answer YES to all of these questions to qualify for the job. It should be noted, though, that those applicants answering YES may be considered better qualified for the job.

Insert a letter (from Part I) or a number (from part II) in the space after CODES to specify where you obtained or used the knowledge, skill, or ability.

Note: If you fill out the application incorrectly or incompletely you will not be considered for the position.

Please describe your experience in the blanks that follow each question.

1. Do you have the ability to install and troubleshoot Microsoft Office applications?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

2. Do you have the ability to learn, install and both general and library-specific applications?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

3. Do you have experience in administering maintaining and troubleshooting computer networks of at least 51 workstations?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

4. Have you had experience in working as a part of a team?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

PART IV

(con't)

5. Do you have experience in communicating with diverse groups of people?

_____YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

_____

_____

6. Have you had experience in using SirsiDynix Workflows?

_____YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

_____

_____

7. Have you had experience in administering maintaining and trouble shooting an Integrated Library System?

_____YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

_____

_____

8. Do you have an insured personal vehicle and a willingness to use this vehicle for library business?

_____YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

_____

_____

9. Have you had experience working in a public library?

_____YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

_____

_____

PART IV

(con't)

15. Do you have a work experience in providing direct assistance in digital formats (Windows, Android, iOS)?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

16. Have you been found guilty of fraud or embezzlement?

_____YES   _____ NO   CODES   _____

(If you answer YES fill out the CODES section)

_____

_____

By submitting this application, I certify that the information is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I authorize the employer to contact references I have listed in order to verify information provided.

WORK SCHEDULE

The library's current operating hours are Monday through Thursday 8:00 am through 7:00 pm and Friday and Saturday 8:30 am to 5:00 pm. While the bulk of the work schedule will fall into these hours, the Information Technology Manager position requires the ability and willingness to work any hours designated by Library Administration.

By submitting this application, I certify that I understand this condition of employment.