POSITION DESCRIPTION

POSITION: PART-TIME TECHNOLOGY ANALYST

REPORTS TO: Executive Director

STATUS: Hourly – Non-Exempt – Part-Time (22.5 Hours/week)

SALARY RANGE: $21.86/hr. - $27.07/hr.

DEFINITION
The incumbent reports to the Executive Director. The incumbent is responsible for developing and maintaining the communications and technology infrastructure of NEO-RLS Regional Library System and working with member libraries to assist with the selection/development, deployment, troubleshooting, and maintenance of technical solutions. Additionally, the incumbent works with the director to help develop the system’s technology plan.

ESSENTIAL FUNCTIONS
Maintains local and wide area networks in operation at NEO-RLS headquarters. Maintains and develops the NEO-RLS Internet/Intranet infrastructure including security, Web, DNS, Mail, and programming development.

Provides consulting services to member libraries in the selection/development, implementation and maintenance of technical solutions including library automation, security, local and wide area networks, web application development, and emerging technologies.

Assists in providing a technical training program for member library personnel.

Coordinates assigned special projects and makes recommendations for new and continued projects.

Functions in an assigned liaison capacity with outside organizations such as OPLIN, OHIONET, OLC and the State Library of Ohio to represent the interests of member libraries in technology related matters.

In accordance with an approved technology plan, prepares technology reports and communications with member libraries including the NEO-RLS newsletter.

Assists the director in exploring technical development of new library technology solutions and incorporates such into training and consulting initiatives for membership.

Provides technology support for NEO-RLS Vision video production and conferencing services.

ADDITIONAL DUTIES
Is responsible for the preparation of data required to complete state and local reports within the NEO-RLS programmatic areas of Technology.

Provides technical assistance to the AfterDark portion of the KnowItNow project as needed.

Attends meetings in the NEO-RLS region and of various professional associations appropriate to the position.

Maintains and reviews physical security of the NEO-RLS office facilities.

Performs other related duties as deemed appropriate or necessary by the Executive Director.
QUALIFICATIONS
Qualifications include extensive experience with computers as demonstrated by one of the following: BS in Computer Science / related field or library science or related degree and/or equivalent work experience. Must qualify to be bonded. Position requires extensive driving within the NEO-RLS region and throughout the state. Outstanding customer service and communication skills required.

KNOWLEDGE AND ABILITIES

Extensive knowledge of automated library systems environment, services and operations.

Extensive knowledge and experience with TCP/IP networks, protocols, security, design and troubleshooting.

Knowledge and experience with deploying and maintaining Cisco routers and switches.

Ability to deploy, maintain, troubleshoot, and repair issues and advanced solutions on diverse operating systems including Windows NT/2000/2003 Server, Apple OS X, FreeBSD, RedHat Linux and Fedora Core.

Knowledge of standard library electronic services terminology and ability to communicate technical issues to non-technical personnel.

Extensive knowledge and experience with Digital Rights Management and content distribution systems

Extensive experience with video conferencing solutions including VTel and Polycom systems.

Extensive experience with video capture and editing solutions including FinalCut Pro

Significant experience in development and code maintenance using HTML, JavaScript, Perl, Java, Cold Fusion, ASP, and PHP.

Ability to work independently and successfully within Technology Department team.

Strong project management skills.

Ability to develop creative and innovative technology solutions/programs that benefit member libraries.

Strong communication skills, both written and oral a must.

Ability to keep up with technological changes and be willing to adjust job duties accordingly.

Judgment and discretion required due to access to confidential information.

All NEO-RLS employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

EQUIPMENT AND EFFORT REQUIRED
Must have reliable means of transportation to travel extensively in the region to consult, conduct training workshops, and attend meetings. Manual dexterity to operate personal computer and keyboard, printers, telephone, facsimile and other office equipment. Ability to move items and materials weighing up to 30 pounds, bend, reach, stoop into wiring spaces contingent to computer hardware in order to conduct physical diagnostics and repairs. Ability to lift and carry and push a cart of materials weighing up to 30 pounds.
Manual dexterity to file items in file cabinet from floor level up to 90 inches in height.

This position description shall be reviewed annually by the Executive Director and the employee.

Signatures:

Executive Director:__________________________________________________________

Date:________________________________________

Technology Analyst:________________________________________________________

Date:________________________________________

Approved by the NEO-RLS Board of Trustees October 18, 2011