Position Title: **Network Manager**

Classification: Full-time, 37.5 hours

Supervision: MCLINC Executive Director

**Description:**

The Network Manager is responsible for the maintenance, security, and services provided by Montgomery County Library and Information Network Consortium. The Network Manager will support and solve all technical problems for Consortium hardware and software.

**Essential Job Functions:**

* Maintains the MCLINC network infrastructure ensuring the security and integrity of the network, and the digital business records such as email and Intranet resources; serves as an operator and technical support specialist.
* Attend MCLINC Board of Director meetings when assigned by the Executive Director and/or provide monthly written reports regarding work activities and accomplishments.
* Supports the network in the consortium libraries.
* Selects and maintains appropriate system-related hardware and software.
* Supports and troubleshoots client PCs, email applications, and peripheral equipment.
* Configures and supports print servers on the network.
* Responsible for Enterprise level applications and software such as anti-virus, filtering, wireless service, exchange server, and email applications, active directory, and group policy.
* Coordinates network upgrades with the Executive Director**.**
* Develops and implements in-service training programs and documentation for Consortium staff in using, troubleshooting, and assisting other users with Consortium-based hardware and software.
* Provides technical assistance, consulting services, and training support to Member Library Automation Coordinators (MACS) and directors including both demonstrations and customized documentation for routine and special projects.
* Consults with appropriate member library staff on technical services, policies, and procedures.
* Acts as a troubleshooter for system telecommunications.
* Contributes to the mission and long-range goals of the Consortium in planning and policy.
* Maintains a work environment, which is conducive to and maximizes productivity and efficiency.
* Keeps current with technological and library issues and practices by participating in professional associations, attending continuing education workshops, and keeping up with the professional literature.
* Attends meetings as required to remain current with network priorities as they relate to service priorities.
* Other duties as required.

**Minimum Qualifications Needed to Perform Essential Functions:**

* Commitment to the service mission of MCLINC and public libraries.
* Knowledge of Windows server operating system, Veam Backup for Hyper V (Virtual Machine Management), and Office 365.
* Management of Active Directory and System Center Configuration Manager.
* Knowledge of WAN/LANs, Telecommunications, and Personal Computer Software Project Management skills.
* Demonstrated flexibility and initiative in a changing environment.
* Excellent problem-solving and organizational skills.
* Excellent communication (listening, speaking, writing) and interpersonal skills
* Communicate effectively with other members of the MCLINC staff team, outside vendors, and representatives of member libraries.
* Communicate effectively with others lacking in technical skills.
* Strong training and presentation skills.
* Organize and prioritize work assignments effectively.
* Extensive experience with personal computers and familiarity with Windows operating system software.
* Ability to meet deadlines under stressful conditions caused by a diversity of assignments.
* Valid driver’s license and ability to travel within Montgomery County.
* Knowledge of and ability to be trained in the various technological advances in the library profession such as the utilization of computerized equipment and computer applications and tools to manage public access.
* Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for service that clientele.
* Strong ability to self-direct with excellent collaborative teamwork skills.
* Personable, with an excellent professional image, superior planning, and multi-tasking skills.
* All employees of MCLINC are considered mandated reporter of suspected child abuse under the Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63.) Mandated Reporter training required.
* Criminal Background check required. Additional requirements – State Clearances and Federal Fingerprinting.

**Minimum Education, Training and Experience Required:**

* Bachelor’s Degree in IT, related field or equivalent experience.
* Three years of network administration.

**Additional Skills Desired:**

* Knowledge of web design applications
* Knowledge of public library professional philosophies of service to public, collection developments approaches, and standard public library collection materials, publishers and vendors.

**Physical Demands:**

* Frequent walking, standing (upwards of two hours at a time) and sitting.
* Position involves lifting and carrying at least fifty (50) pounds and the ability to push at least one hundred (100) pounds on wheels.
* Extensive bending, stooping, pulling, reaching, handling, and feeling.
* Manual dexterity; ability to operate computer components i.e. keyboard, mouse, etc.

**Salary and Benefits:** Salary mid-70s (depending on experience), with excellent fringe benefits including Retirement, Health Insurance, TIAA-CREF & EEOC.

Submit resume, cover letter, and 3 professional references to:

By Mail

Michelle Kehoe  
Executive Director  
MCLINC

520 Virginia Drive

Fort Washington, PA 19034

By Email PDF format to HQDirector@mclinc.org