



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Information Technologist

Pay Grade:

FLSA:

FUNCTION

Performs tasks involving a wide variety of computer and telecommunications hardware, operating systems, and both packaged and custom software to serve the needs of staff and library users in all Library locations throughout the Anderson County Library System. In conjunction with the Head of Information Technology, upholds and maintains the Library's computer network.

SUPERVISION RECEIVED

Works under the supervision of the Head of Information Technology.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Schedules, tracks and performs routine maintenance and updates, including but not limited to, routers, switches, servers, printers, staff & public computers, printing and reservation software updates for patrons and other IT areas.
- Responsible for providing prompt ongoing Help Desk support for staff and patrons. Utilizing help desk software, keeps staff informed of progress.
- Administers and maintains the current and future firewalls.

- In conjunction with the Head of Information Technology, administers and maintains current and future network hardware and software. This task includes, but is not limited to, Routers, Fiber Switches, Media Converters, Wireless Access Points, and additional switches and hubs.
- Administers and maintains current and future server hardware and software. This task includes, but is not limited to, Microsoft Active Directory, DNS, DHCP, backup software, Antivirus and various Databases.
- Provides support for the Integrated Library System. This task includes basic troubleshooting of the client, and contacting additional support and resources when needed.
- Performs duties related to computer hardware including installing, changing and trouble-shooting hardware.
- Creates, edits, and maintains staff email, creates and maintains email groups, and monitors and upholds Wiki organization and usage.
- Installs computer components, runs cables, connects wires, handles boards, chips, and micro switches.
- Provides basic support for audiovisual equipment, phone systems, surveillance systems and any other related technology systems.
- Maintains professional development through various workshops, literature, and other means; consults and share information with co-workers and other library staff.
- May be required to work nights and weekends.
- May fill in other positions within the Library System.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Undergraduate degree in computer science or related field from an accredited university; and
- (B) Two (2) years of previous experience working with computer networks or other computer support services preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of computer technology, with an emphasis on maintaining networks.
- (B) Working knowledge of current version of Microsoft Office 365 current Windows operating system; knowledge of Android and iOS operating VMware, Scripting and PowerShell systems preferred.
- (C) Receptive to new technology and products.
- (D) Ability to plan and organize workloads; ability to set priorities; ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time; ability to perform detailed and precise work.
- (E) Ability to establish and maintain effective working relationships with the general public, employees, system personnel and vendors; ability to communicate effectively orally and in writing.
- (F) Must possess a valid drivers' license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Windows based Servers and Desktops, Network Hubs and Switches, Routers, Firewall, Wireless Network equipment, hand tools, basic power tools, general personal computers including word processing and spreadsheet software, inkjet printers, laser printers, audiovisual equipment, phone systems and surveillance systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to maneuver objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library System.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must have the ability to crawl under furniture, equipment and install wiring and components in out of the way places.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.