Job Posting

June 3, 2020

Information Technology Coordinator
Mountain Regional Library System - Young Harris, GA

Rate: $16.00/hour
Schedule: 28 hour/week position
Benefits included: Annual and Sick Leave, Retirement Plan Enrollment, access to Dental Insurance and more
Deadline: Open until Filled

Mountain Regional Library System is looking for a part-time (28 hour/week) Information Technology Coordinator:

Position Summary: This position organizes information technology services for patrons and staff of MRLS. This position provides the best possible technical support services for a variety of information technology components. This position also works with staff to provide information technology training for hardware and software applications.

Required Knowledge, Skills and Abilities

- Ability to be creative, promote new ideas and identify a variety of tools and techniques to utilize information technology to the upmost benefit for MRLS
- Knowledge of the installation, maintenance and repair of computer hardware, software and peripheral devices.
- Knowledge of information system network management principles.
- Knowledge website design and management principles.
- Knowledge of library automation system best practices.
- Skill in the analysis of problems and the development and implementation of solution.
- Ability to work independently is critical to this position.
- Skill in the preparation of clear and precise administrative reports and operation of our statistical report generator.
- Skill in oral and written communication.
- This is not an exhaustive list of all necessary skills and abilities

Preferred Education and Experience

- Associates’ degree in area related to Information Technology or equivalent combination of education, training and experience.
- 1 year job related experience; preferably working in a library or with the public in a customer service field
- Certifications in areas of Information Technology
**Minimum Requirements:**

- High School Diploma or equivalent
- Background Check

**To Apply:** submit cover letter, resume and Mountain Regional Library System application (https://www.mountainregionallibrary.org/employees-job-opportunities) by email to:

vadkison@mountainregionallibrary.org

or by mail to:

Mountain Regional Library System
P.O. Box 159
Young Harris, Ga. 30582