



## **PENN YAN PUBLIC LIBRARY**

AMAZE YOURSELF.

### Information Technology Librarian

The Penn Yan Public Library is seeking a knowledgeable, creative, responsive and enthusiastic full-time Information Technology Librarian who easily adapts to change and is able to fully participate as a team member in planning and implementation of library services. This individual is willing to gain new knowledge and skills as required and keep up to date on emerging trends. Most importantly, this person will proactively manage current technological infrastructure in the library and be a leader in planning for its future.

### Our Community

Penn Yan Public Library, located in beautiful Yates County in the Finger Lakes region of New York, is a member of the Southern Tier Library System and is chartered to serve a population of 15,000 people. Located on the eastern branch of Keuka Lake, the Penn Yan area features lakeside attractions and nature trails, a growing complement of highly-rated restaurants, and a variety of social and cultural opportunities, in which the library plays a central role.

### Selected duties and responsibilities

- Acts as administrator for the library's LAN and Workgroups.
- Evaluates, purchases, inventories, installs, maintains, and repairs library hardware, software, devices and all related items.
- Oversees automation of all library administrative functions.
- Develops technology assessments and plans based on patron, library, and staff needs.
- Retains software and database licenses as well as service contracts for all network-related equipment.
- Works with Southern Tier Library System to ensure operation of all aspects of Internet connectivity.
- Troubleshoots on-site WIFI connectivity issues.
- Manages other automated systems including building security, HVAC, and phone.
- Trains staff in use of new technologies.
- Develops and carries out technology programming for patrons.
- Answers patrons' technology questions.
- Produces monthly activity reports.
- Participates in professional development opportunities and meetings.

### Selected preferred knowledge and skills

- Microsoft Office 2019 (Outlook)
- Workflows (SirsiDynix)
- Librarica Cassie
- Windows Operating System 10 all versions
- Microsoft Server 2008 - 2016
- Active Directory DNS
- Shared Computer Toolkit
- Centurion Technologies Smart Shield
- Symantec Cloud
- Tech Soup
- BackupAssist
- Printspots
- Toshiba, Kyocera copiers
- Hotspots
- QuickBooks version updating

### Hours/Salary/Benefits

This is a full-time position (37 ½ hours per week). The schedule may vary and includes nights and weekends. Starting salary is commensurate with experience and qualifications (Range \$44,000-\$49,000). Benefits include NYS Retirement, health insurance, paid holidays, vacation and personal days.

### Application Requirements

This Librarian 1 position requires a Master's Degree in Librarianship from a library school that is accredited by the American Library Association. Eligibility for a New York State Public Librarian's professional certification at time of application and possession of certificate at the time of appointment are required.

More information can be found at: <https://mycivilservice.yatescounty.org/> and [pypl.org](http://pypl.org)

Interested applicants must submit a completed application and the minimum qualification supporting documentation (resume, cover letter, 3 professional references, diplomas and transcripts) to the Yates County Personnel office.

**Deadline to apply is March 12th, 2021.**

#### **Applicants may apply:**

**Online:** <https://mycivilservice.yatescounty.org/>

**Mail:** Personnel office  
417 Liberty Street  
Penn Yan, NY 14527

**Fax:** 315-536-5118

**E-mail:** [personnel@yatescounty.org](mailto:personnel@yatescounty.org)