



Microsoft 365 Specialist Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a Microsoft 365 Specialist to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#).

Essential Duties & Responsibilities

- Convert existing processes and data to Microsoft 365 applications and services.
- Integrate third-party systems, software, and services with library applications and services.
- Work with the Network Administrator to ensure proper permissions and functionality of Microsoft 365 applications and services.
- Design, create, develop, test and maintain Microsoft 365 applications and services.
- Analyze information technology usage and needs to identify priorities and develop new and improved services, policies, and procedures.
- Develop improvements and efficiencies for staff and patrons including automation of tasks and statistics.
- Oversee implementation of technology projects to support and meet library objectives.
- Partner with other departments to evaluate and drive the adoption of Microsoft 365 applications and services.
- Provide training and support for Office, Teams, SharePoint, OneDrive and other Microsoft applications and services.
- Maintain strong working knowledge of the current Microsoft 365 tools and understand the Microsoft roadmap and its impact to the organization.
- Assume other tasks as assigned.

Required Skills & Knowledge

- Associate degree in computer-related area or 3 plus years related experience.
- Advanced knowledge of Microsoft 365 applications and services. Minimum 3 years of experience supporting Microsoft 365 applications and services.
- Project management and planning experience.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Ability to handle multiple projects with competing deadlines.
- Collaborative, hands-on style with exceptional follow through.
- Ability to research and apply new technology.
- Analytical problem-solving skills.
- Strong interpersonal, communication and written/verbal skills, including the ability to explain and train "non-technical" individuals in the effective use of all relevant systems.

Compensation & Benefits

- Excellent benefits package including 10% pick-up of employee's contribution to Ohio Public Employees Retirement System (OPERS)
- Starting pay \$21.93 - \$28.96 per hour (which reflects pay of \$24.12 - \$31.86 with OPERS pick-up)

Status/Schedule of Hours

- Non-exempt; bargaining unit position
- 40 hours per week, Monday to Friday
- Hybrid work schedule available after successful completion of provisionary period

To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:
Human Resources, **MS722WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: HumanResources@wcpl.lib.oh.us

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.