



## Systems Administrator

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 Systems Administrator to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

### Essential Duties & Responsibilities

- Install, configure, upgrade, perform preventative maintenance, monitor, and provide support for the Integrated Library System (ILS) and other assigned systems.
- Design, create, develop and maintain functionality of library catalogs using vendor provided tools and other web development software.
- Develop and maintain in-house applications including, but not limited to designing databases; database administration; designing, developing and maintaining applications including web-based applications.
- Provide data and analysis of ILS, online catalog and web site usage statistics. Use analysis to guide online service development.
- Analyze information technology needs, 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 systems and technology projects to support and meet library objectives.
- Respond to staff and patron questions and issues, providing training as needed.
- Assume other tasks as assigned.

### Required Skills & Knowledge

- Associate's degree in computer-related area or MLS from an ALA accredited institution.
- Web design and development skills including programming languages, scripting languages, database management, APIs and content management systems.
- Experience with HTML, CSS, JavaScript, VBScript, PHP, SQL or PostgreSQL preferred.
- Successful management of web and/or ILS projects.
- Experience with Microsoft Office software.
- 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 provisional period

### To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to: Human Resources, **SA722WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us)

- WCPL Application can be found at [www.wclibrary.info](http://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.**