Computer Specialist
Full Time Exempt

The Cedar Mill & Bethany Community Libraries are now recruiting for a Computer Specialist to join our administrative team. This position provides technical and operational support for all of the libraries' 120 computers and 100 staff. The position is responsible for maintaining, upgrading and securing library computers and peripherals and adding new users. The Computer Specialist works closely with WCCLS, the provider of our WAN, email, Internet, and Library Automation services.

The Cedar Mill & Bethany Community Libraries are among the most heavily used libraries in Oregon. Our organization as a nonprofit allows us to focus solely on the library needs of our community. We welcome applicants who share our values.

The position is full time exempt (40 hours/week) and includes benefits. To apply, send cover letter and resume to cedarmill@wccls.org. Please begin subject line of email with **Computer Specialist**. Use your cover letter to explain why you are the right person for this job.

To learn more about the library visit our website library.cedarmill.org.

JOB DESCRIPTION

Title: Computer Specialist

GENERAL DESCRIPTION:
Under the general direction of the Executive Director, provides technical and operational support for all Cedar Mill and Bethany library computer functions. Responsible for maintaining, upgrading and securing library computers, including connectivity and internet related functions.

ESSENTIAL FUNCTIONS:
1. Oversee daily operation of the Library's Network, including maintenance, staff training, adding new users and profiles, backups, upgrades and security.
2. Troubleshoot computer and peripheral-related malfunctions.
3. Provide local support for the Wide Area Network (WAN) provided by Washington County Cooperative Library Services (WCCLS).
4. Supports usage of library public computers and Internet workstations.
5. Install and configure new and replacement hardware and software.
6. Assist with evaluation, selection and procurement of new computer hardware and software.
7. Recommend new policies for library automation.
8. Stay abreast of new developments in computer technology.
9. Keep inventory of hardware and software. Organize and maintain all hardware and software, including licenses, manuals, and warranties. Document procedures and practices for local and WCCLS computers.
10. Explain computer-related technology in plain English to staff, volunteers and board members.
11. Work closely with WCCLS staff and attend WCCLS computer users meetings as needed.
12. Deliver and/or pickup equipment and cables at both libraries and other locations.

ESSENTIAL COGNITIVE SKILLS:
1. Ability to communicate effectively with staff and volunteers
2. Ability to gather, read, evaluate, and apply information relating to the Library's computer applications
3. Ability to plan for future computer use and applications in the Library.

ESSENTIAL PHYSICAL SKILLS:
1. Ability to carry equipment (up to 60 lbs) and to maneuver into awkward positions
2. Ability to stretch and crawl into difficult-to-reach areas
3. Ability to use tools to assemble and disassemble computers
4. Must have flexibility and strength in fingers to manipulate small components in awkward positions.

ESSENTIAL QUALIFICATIONS:
1. Thorough knowledge of Windows 10 and Windows 7 operating systems, with skills in trouble-shooting and maintenance, and the ability to apply this knowledge to any such computer.
2. Experience managing Windows user profiles.
3. Familiarity with computer installation, operation and maintenance.
4. Experience with a wide variety of software including MS Office and Exchange.
5. Experience with Active Directory and Group Policy.
6. Demonstrated teaching skills.
7. Valid Oregon Driver's License.

DESIRED QUALIFICATIONS:
1. Experience with library automation software.
2. Knowledge of various models of HP printers.
3. Experience with database management, graphics packages, or web server Administration.
4. Experience with managing mobile devices (Apple iOS, Google Chrome, Windows, or open source operating systems).

EQUIPMENT USED:
1. Computers (PC)
2. Printers (various)
3. Computer peripherals and networking hardware
4. Hand tools (e.g. screwdrivers, pliers, knives, scissors, etc.)

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