



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

May 30, 2018

Job #2018-027

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** Library Systems Administrator  
Haverhill Public Library

**HOURS OF WORK:** 30 hours per week (includes City Benefits)

**SALARY:** \$38,820.75 - \$43,776.75 per year  
(According to the Administrative & Professional Positions salary schedule)

**JOB SUMMARY:**

Coordinates and supports all computer services in the library. Designs, implements, and maintains the library networks, both administrative and public. Installs and maintains all library computer hardware, software, and peripheral devices, as well as miscellaneous equipment. Maintains wireless public network. Selects and purchases computer hardware and software. Along with Reference staff, creates and maintains library web sites. Trains staff and patrons in the use of computers. Troubleshoots computer problems and other equipment, as they occur. Works at the public reference desk, as necessary.

**SUPERVISION:**

Works under the supervision of the Library Director and coordinates work schedule with library department heads and the facilities manager.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Administers the library's Window Server 2003/2012 network, including WAN connections to the city of Haverhill and the Merrimack Valley Library Consortium.
- Configures, maintains, and troubleshoots the library's local networks, including e-mail and web-based services.
- Performs installation, repairs and maintains computers, printers and peripheral devices.
- Installs and maintains all Windows 7 Pro workstation and ILS software.
- Works closely with outside vendors to maintain availability of database subscriptions and other online products.
- Recommends specifications and assists in soliciting quotations for computer products and systems.
- Implements and maintains security for public and staff computers.
- With input from library staff, helps design and maintain library web page.
- Works at the public reference desk, as needed.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Maintains files of software licenses and warranties and other repair documentation, as well as upgrade and repair history of all PC systems. Attends staff meetings and library workshops. Reads professional journals and periodicals to keep abreast of computer technology trends. Performs related duties as required.



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

## **KNOWLEDGE, SKILLS, AND DESIRABLE ABILITIES:**

- Proficient in Windows 2003, 2012 Servers.
- Proficient in Microsoft Windows 7, 8, 10 Pro.
- Proficient in Active Directory.
- Proficient in Microsoft Office 2013, 2016, 365.
- Proficient in WordPress Blog/CMS.
- Proficient in maintaining network hardware; i.e. switches, routers, and cabling.
- Ability to interact effectively and constructively with people at all levels of the organization.
- Ability to express oneself clearly, concisely, and pleasantly in the English Language.
- Ability to prioritize multiple tasks, plan and organize work, and deal effectively with interruptions.
- Ability to work well independently as well as cooperatively in a team environment.

## **PHYSICAL DEMANDS:**

While performing the essential functions of this job, the employee must be able to push or pull carts full of books weighing up to seventy-five (75) pounds. Must be able to lift and/or move objects weighing up to fifty (50) pounds. Moderate amount of bending, squatting, lifting, stretching, standing, and walking; must be able to use a two-step footstool. Must be able to use voice communication to answer the telephone, must be able to effectively communicate with the public. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. Must be able to stand for extended periods of time. Attendance is mandatory.

## **MINIMUM QUALIFICATIONS:**

BA/BS Degree required. Computer Science Degree preferred. Specialized coursework and/or experience in Network Administration essential. Microsoft or A+ certification desirable. Library experience a plus.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

## **CLOSING DATE:**

**FRIDAY, JUNE 15, 2018**

## **SUBMIT COVER LETTER,**

## **RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

**APPLICATION IS AVAILABLE ONLINE AT:** [http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com).

**PLEASE REFERENCE JOB # 2018-027 WHEN APPLYING ONLINE.**