



IT Network System Administrator

At St. Charles Public Library, we are seeking a skilled and collaborative IT Network/System Administrator to help manage and maintain our library's technology infrastructure that serves a community of 56,000 residents. We are currently seeking candidates that are interested in playing a critical role in keeping our systems secure, efficient, and user-friendly as well as supporting staff and patrons in their pursuit of information.

This is a full-time, exempt position with regular evening and weekend shifts. This individual reports to our IT Manager. If you are ready to make a meaningful impact in public service while growing your IT career, we would love to meet you!

ESSENTIAL FUNCTIONS:

Planning

- Assists in developing and implementing departmental goals, objectives, policies, and procedures.
- Participates in technology planning and evaluation of emerging tools and trends.
- Recommends strategies for improving operational efficiency and effectiveness.
- Contributes to service quality by evaluating user needs and providing forward-thinking IT solutions.

Administration

- Administers the library's network and systems, including servers, security, Active Directory, and databases.
- Installs, updates, and repairs network hardware and software.
- Maintains system documentation, security protocols, and performance metrics.
- Supports library web services, blogs, databases, and cloud/virtual environments.
- Responds to user support requests and resolves technical issues.
- Coordinates IT inventory, procurement, vendor relations, and service agreements.
- Trains staff in the use of hardware and software applications.
- Manages user accounts, permissions, backups, antivirus, and system alerts.
- Serves as "Manager in Charge" when assigned.

Supervision

- May supervise the department and its employees as needed in the absence of the IT Manager.
- Supports coordination of IT-related workflows and service responses.
- Encourages teamwork and continuous improvement across the department.

Education and Experience

- **Required:**
 - Bachelor's degree in Computer Science, Information Technology, or a related field.
 - At least five (5) years of professional experience in IT systems administration.
- **Preferred:**
 - Experience with Citrix or other thin client/VDI technologies.
 - Knowledge of public library systems and services.

An equivalent combination of education, training, and relevant experience may be considered.

ANNUAL SALARY: \$62,778 minimum - \$83,705 midpoint - \$104,631 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays
- Up to 20% remote work allowed, pending successful completion of probationary period
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities and support for continuing education and conference attendance

TO APPLY: Ready to embark on the next chapter of your library career? Submit a cover letter and resume to: hr-applicants@scpld.org, Attention: Sarah Pistilli, IT Manager. Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer