



- Position: Network/Technology Support Specialist
- Type: Full-Time (40 hours / week)
- Posted Date:
- Deadline to Apply: Open until filled
- Pay Type: Hourly

Job Summary

Under the direction of the Three Rivers Regional Library System's Director, this position will perform routine IT related functions in support of library operations. This position has a strong focus on the maintenance and upkeep of networks and equipment at all Three Rivers Regional Library System Locations.

This is a non MLIS hourly paid position.

PLEASE NOTE HOURS: Position generally works 40 hours per week. The Director will prescribe the hours and schedule.

Must be able to work days, evenings, and/or weekends.

Essential Job Duties

- Maintains the networks at all TRRLS libraries and regional headquarters;
- Maintains software systems on all TRRLS computers and equipment;
- Oversees new equipment and software installations;
- Offers technical support to TRRLS staff and troubleshoots computer and network problems;
- Implements security measures; to protect public and staff computers;
- Maintains an accurate inventory of relevant equipment;
- Reports any major issues to and confers with the director on appropriate solutions;
- Attends workshops, seminars, etc. to stay abreast of developments in library operations, technology;
- Performs other duties as assigned;
- Trains on site staff to handle pre-troubleshooting and normal maintenance tasks;
- Manages state Technology grants when available.

Requirements of Position

Minimum Qualifications

- Working Knowledge of relevant operating systems, software, and programming;



- Excellent problem-solving and critical thinking skills;
- Efficient troubleshooting abilities;
- Effective Communication skills, including speaking, writing, and active listening;
- Advanced technical understanding of computers;
- Valid driver's license;
- High school diploma or GED; supplemented by additional training in the field of information technology, with additional certifications preferred;
- Must have basic proficiency with Microsoft Office or equivalent programs and the Windows operating system;
- Must be flexible and able to work day, evening and weekend hours;
- Must successfully pass a criminal background check;
- Position requires the ability to walk, bend and to physically examine and manipulate a computer, monitor and or other computing components;
- Position requires the ability to push loaded carts up to 100 pounds and carrying computer related equipment boxes and materials up to 35 pounds;
- Some travel may be required.

Preferred Qualifications

- Additional degrees in related fields are highly desirable

To Apply

Send a cover letter and resume to cmoxley@trrl.org . No phone calls or walk-ins.

TRRLS is an Equal Opportunity Employer and a drug-free environment. TRRLS is part of the SHBP and the Georgia Teacher Retirement System (TRS).