Indian Trails Public Library

Systems Technician

Average Weekly Hours: 37.5 | FLSA Classification: Non-Exempt

The Indian Trails Public Library District (ITPLD) is seeking a full-time (37.5 hours per week) Systems Technician with a positive demeanor and a customer centric focus to join our team. This individual would work across the library with both members and staff to assist with a variety of technology related questions, be involved with equipment installations, troubleshooting and maintenance as well as be involved with longer term technology projects.

Some of the job duties include:

- Handle day to day maintenance and troubleshooting for the network including all hardware (attached and/or freestanding).
- Ensure all computers and printers are in order, neat, and properly working.
- Setting up of multimedia / equipment needed for programs, meetings and other events.
- Assist in scheduling computer repairs, planning, budgeting, selection, purchasing, inventory, upgrading, and installations of hardware and software.
- Maintain awareness of staff technology needs, and current and emerging trends.
- Assist with the response to member concerns.
- Maintain member confidentiality.
- Create and/or maintain reports and statistics as requested.

This opportunity requires:

- Associate degree in computer technology or a combination of one year related job experience and job relevant certifications.
- Ability to deal in a calm, positive manner with patrons of a diverse background and ages with interruptions; to stay organized and use time effectively with minimum supervision.
- Extensive experience using PCs and Apple Macintosh associated software.
- Knowledge and experience with networks including database searching, internet access and software sharing.
- Ability to do installation, removal, and setup of hardware and software, conduct basic file maintenance and keep systems clear and optimized.
- Ability to diagnose, report, and repair hardware and software issues.
- Knowledge of computer hardware operations and emerging technology trends.
- Ability to safely lift and move computer hardware up to 35 pounds. Able to push and pull carts and bins of various weights and sizes. Able to move easily about the library.
- Must have reliable transportation to the library facilities and other locations as needed and be able to work evenings, weekends, holidays and some day time hours.

Starting hourly rate of $21.55. This position is eligible for full-time benefits including medical, vision, dental, vacation and sick time and mandatory IMRF participation. The library supports continued learning and professional growth.

To apply:

To apply, send a cover letter and resume via email to HR at hr@itpld.org Please include the job title in the subject line. No phone calls please.

Culture Code.
The ITPLD Way

How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say “yes” to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

Who We Are

We’re a diverse bunch who recognize our differences as strengths.

We’re an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We’re human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.