

Job Title:	Systems Specialist II	Job Grade:	Grade 600
Reports To:	Systems Manager	FLSA Status:	Non-Exempt
		Full Time	40 Hours

JOB FUNCTIONS

- Serves as library webmaster responsible for creating, updating, maintaining and designing all library websites.
- Maintains internal web applications (3d Print Queue, Statistic Counting, and Square Check Reporting).
- Researches new software for web page design.
- Acts as the IT Help Desk, fielding calls and entering them into the service log. Assigns calls to appropriate staff members.
- Provides hardware and software troubleshooting and tech support.
- Presents computer training to the public on software systems offered for public access.
- Compiles monthly analytics reports from Google Analytics.
- Compiles WiFi usage reports.
- Provides A/V setup when needed.
- Primary support for Square Reader (Point-of-Sale and Credit Card Processor).
- Serves as the primary support for all online resources.
- Acts as Administrator of digital signage system.
- Acts as one of the Facebook Page Managers.
- Represents the Library at IT Consortium and State Library IT meetings
- Interact with Innovative Interfaces to request changes to Library Catalog (Encore).
- Performs other related and non-routine tasks as required or directed.

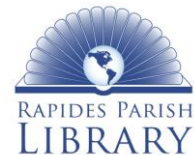
MINIUMUM QUALIFICATIONS

- A Bachelor's Degree in computer science, math, or a related field. Preferred. Other combinations of experience and education that meet the minimum qualifications may be submitted.
- Two years of experience developing and maintaining web pages and services, including one year of experience in a technical support role.
- The ability to read, write, understand, communicate and carry out written and oral decisions independently in a diverse environment.
- Demonstrated knowledge of:
 - Php
 - MySql
 - HTML

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- JavaScript
 - Photoshop
 - Graphic Design
 - Content Management System (CMS) Experience
 - Python Experience
 - LAMP Stack management
 - Microsoft InfoPath
 - Demonstrated knowledge of Microsoft Office products.
 - Ability to communicate effectively with employees at all career levels.
 - Ability to repeatedly bend, stoop, squat, climb two to three level step ladder, and reach above head.
 - Ability to distinguish colors and determine depth perception
 - Ability to stand for extended periods of time (2 ½ to 3 hours).
 - Ability to type at 50 WPM.
 - Class E (standard) driver's license and clean driving record prior to applying for position.
 - Ability to work flexible, irregular and varied work hours, including nights and weekends.
 - Successful participation in pre-employment/transfer drug screening, Random Drug Testing Program and credit check.

Candidates should send their resumes to Jackie Brown, Human Resource Manager, at jackie@rpl.org.



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This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This will acknowledge that I have read and understand the requirements and duties of the Systems Webmaster. I further acknowledge that I can perform the essential duties listed and that I possess the knowledge, ability, skills, education, experience and other requirements as stated above.

Printed Name

Date

Signature