

IT NETWORK ADMINISTRATOR AT THE MONARCH LIBRARY SYSTEM

[The Monarch Library System](#) is looking for an IT Network Administrator with strong technical expertise, problem-solving skills and customer service mindset to join its team. This position is primarily based at our headquarters in Sheboygan, WI, with occasional travel to member libraries as needed.

Job Description

This position reports to the System Director, is Exempt, Full-time and manages, maintains, and repairs network hardware and infrastructure at the System headquarters and System member libraries. The successful candidate will also serve as a Team Lead within the IT department, providing guidance and support on technical projects and daily operations.

Essential Job Functions

Network Management 50%

- Maintain and troubleshoot Local Area Network, Wide Area Network, and Wireless environment.
- Manage Network monitoring servers.
- Interact with DPI, GLS, and WiscNet to manage site-site networks and internet services. Actively work on problem solving to ensure connectivity, reliability, network connectivity and resolution.
- Manage the system Firewall. Monitor for security issue.
- Monitor networks and servers for security issues.
- Maintain, coordinate Integrated Library System (ILS) servers and 3rd party support vendors.

Data center 15%

- Maintain the Monarch servers.
- Upgrade and perform updates on a monthly schedule.
- Manage the backup system to ensure quality backups.
- Maintain and upgrade virtual machine (VM) infrastructure.

Monarch Office and IT department management 35%

- Recommends products and services as requested by System Director, IT Manager, and System member libraries.
- Project management, planning IT projects for upgrades and equipment replacement.
- Works with Directors, and System member libraries to help facilitate the shared information system.

- Performs such other additional duties as needed from time-to-time that would be assigned by the System Director.
- Maintains currency with trends, new products, and services in areas of responsibility by attending meetings, conferences, workshops, and seminars.
- Visit member Libraries as needed to maintain and manage system network related equipment.

Knowledge and Abilities

- Ability to interact and communicate effectively and provide quality customer service.
- Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis.
- Ability to work flexible and non-standard hours, on a limited basis as needed.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Valid Wisconsin Driver's License and a personal vehicle.

Education and Experience

- Five + years of job-related experience is preferred.
- Bachelor's degree in science in Computer Technology, Computer Systems Management, Information Technology, **or** significant work experience in related field and/or appropriate certificates.
- Be able to draw a Network you built or managed; and explain all aspects of the network during the selection process.

Physical Demands of the Position

- Sitting, standing, walking, climbing, and stooping.
- Bending, twisting, and reaching.
- Talking and hearing, use of telephone.
- Lifting and carrying up to 40-50 pounds.
- Pushing and pulling objects on wheels weighing 60–100 pounds.
- Fingering: typing, keyboarding, writing, filing, sorting, shelving, and processing.
- Mobility: travel to meetings outside the library.

Salary and Benefits

Starting annual salary of \$70,200, commensurate with experience; plus a comprehensive benefits package that includes health, dental, life, and vision insurance, paid vacation and sick leave, personal and weather related days, enrollment in the Wisconsin Retirement System (WRS) and opportunities for continuous professional development.

Please send your resume and a cover letter to director@monarchlibraries.org

Applications will be reviewed, and interviews will be conducted on a rolling basis. The position will remain open until filled. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential functions of this job.