

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Melissa Mark, Frank Pisano, Karen Rock  
Danielle Rumble, Jim Suhay, Jennifer Wheeler

**LIBRARY DIRECTOR**

Rebekah Craft

## Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff.

**POSITION:**

**Information Technology Coordinator (Full-time)**

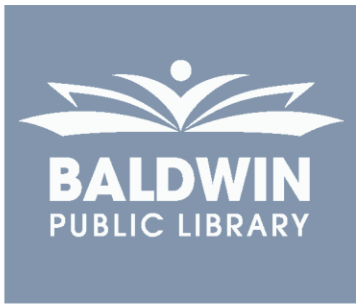
**HOURS:**

40 hours per week—including days, nights,  
and weekends

**RESPONSIBILITIES:**

Reporting to the Head of IT, the IT Coordinator will be required to fulfill the following types of duties:

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.
- Perform basic maintenance to network, computers and peripheral devices.
- Provide technical support on-site.
- Coordinate equipment repair and replacement.
- Manage, analyze, and update the Library's LAN, wireless network and network connectivity through regular review, maintenance, and improvement strategies including working with outside network contractors, if necessary.
- Evaluate, recommend, deploy, and maintain software and hardware; troubleshoot issues as needed.
- Establish and execute appropriate backup procedures with onsite and offsite backup copies for all network files, including, but not limited to Active Directory User profiles, and Library and staff files.
- Maintain and monitor firewall, filters, and other security measures.
- Monitor and analyze system event or computer error logs, and resolves issues appropriately.
- Work with Head of IT to update/revise the master technology plan.
- Support staff in the use of technology in Library programs.
- Perform other duties as assigned.



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**REQUIREMENTS:**

- At least one (1) year of related work experience. Equivalent combinations of education, certifications, and experience may be considered.
- Proficiency with:
  - Windows, Microsoft Office
  - Symantec Antivirus Enterprise edition
  - TCP/IP, Web services
  - VPN Services
  - Network equipment (Firewall, Layer 3 and Layer 2 Switches, Wireless LAN Controller, Access Points)
  - Group Policy
  - Active Directory
  - Windows Server
  - VMWare
  - Virtual Servers
- Ability to analyze, comprehend, and resolve complex problems related to integrated systems and networks.
- Ability to convey and teach technical information in terms that are understandable to any audience.
- Ability to establish and maintain effective working relationships with staff, consultants, contractors, and the public.
- Ability to use the internet and online databases; confidence in using pc applications, including Microsoft Office and other computer resources.
- Ability to use the English language in order to carry out essential functions of the job.
- Ability to function independently, have flexibility and the ability to work effectively with co-workers and others.

**SALARY RANGE:**

Range is \$54,080 to \$64,896, based on experience and qualifications.

**BENEFITS:**

Health, dental, vision, and life insurance  
Short- and long-term disability  
Vacation leave, sick leave, personal leave, and holidays  
City of Birmingham defined-contribution retirement plan  
Retiree health savings plan



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**APPLICATION:**

Cover letter, resume, and [employment application](#) due by  
Wednesday, November 1, 2023, at 5:00 p.m..

**PROCEDURE:**

To: Baldwin Public Library  
Attn: Robert Stratton  
300 W. Merrill  
Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

The application and job posting are also available on the  
library's employment webpage:  
[www.baldwinlib.org/employment](http://www.baldwinlib.org/employment)

If you need accommodations, we are happy to work with you, both during our interview process  
and after you are hired. Please contact [hr@baldwinlib.org](mailto:hr@baldwinlib.org) to request accommodations.