



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 08/05/22 Close: 08/25/22

Job Title: Management Information Systems Coordinator **Job Posting 027-22**
Location: Information Technology Department, Voorhees
Salary: \$32,9670 hr (\$60,000 annually), 35 hours per week
Schedule: Based on library needs, primarily Monday through Friday

The Camden County Library is seeking a collaborative team member, who is focused on customer service and who will contribute to the success of the Library's goals, strategic direction and vision.

Under the direction of the Library's Head of Information Technology Department, the person in this position will:

- Work in connection with network administrator to maintain security, apply anti-virus software and firewall policies.
- Manage the Office 365 migration and provide continual maintenance of Microsoft Azure and SharePoint administrative portals.
- Supervises the preparation of schedules and outlines the essential steps to be taken in the installation and/or conversion to data processing systems for upgrades and provide perpetual maintenance for a wireless management system, video security system, printer solutions, PC reservation software, digital signage, Chromebook deployment and Chrome OS console, DHCP servers and client instances, phone system, and data signal/service.
- Supervises the installation, operation, maintenance, and assignment of hardware and software for the Library System, such as but not limited to servers, firewalls, managed switches, Office 365 administration, etc. May also plan and/or supervise the expansion of all data processing services.
- Works with the Head of IT to establish and implement policies for efficient and cost-effective management information systems.
- Coordinates all department or agency data processing plans of Telecommunications and Information Systems ensuring that all data processing systems are fully compatible and consistent with strategic guidelines for information processing, including architecture and networking capabilities.
- Plans, organizes, and directs studies of existing and planned data processing applications to determine the capacity, utilization, potential uses, and need for existing and/or proposed equipment.
- Along with the Head of IT, plans for the purchase of the hardware and software necessary to satisfy department or agency data processing requirements, including processors, data communications equipment, data base management systems, and various applications technology.
- May be scheduled at other branches as necessary

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Requirements:

Graduation from an accredited college with a Bachelor's degree and five (5) years of experience (FTE) in the analysis and development of management information systems, two (2) of which shall have been in a supervisory capacity with responsibility for the coordination and/or implementation of data processing systems. Note 1: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis. Note 2: A Master's degree in business, finance, account, public administration, or data processing may be substituted for one (1) year of the non-supervisory experience. Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:
<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **August 25, 2022, at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

***Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.** The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch