Buffalo & Erie County Public LIBRARY

NOTICE OF JOB VACANCY

Location: **Central Library**
Position Title: **Assistant Deputy Director, Information Technology Administrator**
Job Group/Salary: **Managerial-Confidential, $96,500, negotiable**
Appt Type: **Permanent**
Posting Date: **May 20, 2025**

MINIMUM QUALIFICATIONS:

A.) Possession of a Master's degree and three (3) years library administrative experience or three (3) year administrative experience in information systems; or:

B.) Possession of a Bachelor's degree and four (4) years of library administrative experience or four (4) years administrative experience in information systems; or:

C.) An equivalent combination of training and experience as defined by the limits of (A) and (B).

PREFERRED QUALIFICATIONS:

Five (5) years of experience in the design, installations, and/or maintenance and repair of information technology systems, at least two (2) years of which specifically involved design and/or project management and/or installation responsibilities.

SAMPLE DUTIES (illustrative only):

- Serves as a principal liaison to the Library Director and Administration on all technical issues and provides technical leadership with primary responsibility for the smooth operation of the Library's Information Technology Center and all aspects of network systems, hardware, software & peripherals associated with 37 B&ECPL libraries;
- Supervises IT personnel and completes performance evaluations;
- Assists in the planning, design, maintenance, and updating the Library's data communications network;
- Works with engineers and installation staff in identifying wiring requirements through the Library's Wide Area Network (WAN);
- Installs, maintains and repairs Linux and Microsoft Windows servers in a multi-domain forest with Active Directory;
- Supports the engineer and operations staff with the diagnoses and troubleshooting of major applications and data communications problems;
- Recommends, implements, and administers methods and procedures to enhance operations and stays informed of state-of-the-art technology, equipment and/or systems;
- Organizes and monitors network and data security for the library;
- Oversees backup of critical resources and coordinates data recovery;
- Insures help desk management to provide accurate and timely user problem resolutions;
- Researches, evaluates and oversees ordering of all equipment, software and peripherals associated with the data center as well as all B&ECPL staff and end-user activities;
- Supervises the Library's webmaster and provides back-up management for websites;
- Prepares required status reports; assists with preparation of grant funding requests;
- Related work as required.

SPECIFIC REQUIREMENTS:

Thorough knowledge of the operational and procedural aspects of networking, computer systems, hardware, software and peripheral equipment; thorough knowledge of current data communications technology, capabilities, connectivity strategies and approaches associated with effective multi-vendor data communication networks; thorough knowledge of data security and disaster recovery systems and procedures; ability to analyze complex problems, interpret operational needs and develop solutions; ability to oversee the implementation of plans and activities supporting the library's Technology Plan and information technology infrastructure; ability to develop and maintain recordkeeping systems; ability to prepare and write technical plans, procedures and manuals; ability to implement and troubleshoot programming changes and modification; ability to supervise and train employees; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; strong interpersonal skills, flexibility, and customer service orientation; sound professional judgment; tact; dependability; thorough knowledge of Microsoft Windows multi-domain forest Active Directory and Group policy; thorough knowledge of Linux; thorough knowledge of web server software; physically capable of performing the essential functions of the position with or without reasonable accommodation.

HOW TO APPLY:

Please submit resume and cover letter by **June 10, 2025** to **hr@buffalolib.org** or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.