NOTICE OF JOB VACANCY

Location:	**Information Technology Department, Central Library**
Position Title:	**Library Information Technology Administrator**
Type of Appt:	**Provisional**[i]
Salary:	**$81,513 - $119,176** (CSEA Job Group 14)
Posting Date:	**September 10, 2025**

The work involves the management of all information technology functions at the Buffalo and Erie County Public Library. The incumbent provides technology leadership, planning, network/hardware/software support, problem analysis & resolution, and ongoing operations for the core integrated library system and all information services. Work is performed under the general supervision of a higher level administrator with some independent judgment required.

MINIMUM QUALIFICATIONS:

➢ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Information Systems, Electronic Engineering Technology or related field and 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; **or**

➢ Graduation from a regionally accredited or New York State registered college with an Associate's Degree Computer Information Systems, Electronic Engineering Technology or related field and seven (7) 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.

DUTIES: (Illustrative Only)

- Provides technical leadership and assumes 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;
- Assists in the planning, design, maintenance, and updating the Library's data communications network;
- Works with engineers and installation staff in identifying wiring requirements throughout the Library's Wide Area Network (WAN);
- Supports engineer and operations staff with the diagnoses and troubleshooting of major application and data communications problems; takes appropriate corrective actions;
- Organizes and monitors network and data security for the library; oversees backup of critical resources and coordinates data recovery;
- Maintains and assists in customizing and updating all vendor operating system software;
- Insures proper help desk management to provide accurate and timely user problem resolutions;
- Supervises IT personnel, including the Library's webmaster and provides back-up management for websites (including the Intranet);
- Supervises the maintenance of an accurate inventory of all network hardware and software;
- Assists in the preparation of required status reports and budget development for personnel, supplies, and equipment;
- Serves as principal liaison to the Administration on all technical issues;

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- Participates in the development of B&ECPL Technology Plan, operating goals, and System objectives;
- Recommends, implements, and administers methods and procedures to enhance operations;
- Researches and stays informed of state-of-the-art technology, equipment and/or systems;
- Does 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; 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 information technology infrastructure;
- Ability to supervise and train employees;
- Ability to communicate effectively;
- Sound professional judgment; dependability.

HOW TO APPLY:

Interested candidates should send a resume and letter of interest by **September 30, 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.

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[i] Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

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