Information Technology Manager

Bradbury Miller Associates
Sanibel, Florida

Salary: $60,080-85,500

Status: Full-time

Posted: Not stated

Deadline: 11/06/16

Position: Information Technology Manager

Position Description:
The successful candidate, with generosity of spirit, time and creativity, will significantly contribute to the Library’s $5 million interior renovation project focusing on the Library as a “space” and a “place” serving people—both external and internal customers.

Position Responsibilities:
The IT Manager serves on the Library’s Management Team and reports to the Library Director. Illustrative responsibilities include: leading the Library’s overall technology activities (IT, web development and digital collections); ensuring that successful technology services align with the Library’s mission and plan; planning, preparing and monitoring the technology budgets; developing and implementing staff and customer training; and providing the technology vision, leadership, infrastructure, tools and services to support excellent customer service. Please visit the complete position announcement.

Required Qualifications:
Minimum required qualifications include a Bachelor’s degree from an accredited institution and a minimum of five years’ experience in information technology, computer services and internal/external technology support.

Preferred Qualifications:
Preferred qualifications include an ALA-accredited MLS; a minimum of three years’ experience in a library setting; a sound working knowledge of metadata tools, ILS software, web technologies, image editing programs; a working knowledge of PC hardware, applications, and current library technology trends; and supervisory experience. Professional initiative, creativity and flexibility are highly desirable traits.

Closing Date: 11/06/16

Special Instructions to Applicants:
For further information, contact Bradbury Miller Associates via email or phone. To start the application process, send a meaningful cover letter and your resume as Word or pdf attachments to Jobeth Bradbury.