Position Description:
Under limited supervision, monitors technical support activities, performs technical work of considerable difficulty in systems administration (ILS system) and in the design, acquisition, and monitoring of networks in both local-area and wide-area network environments; provides continuous improvement plan and action for IT services; provides effective customer communications; performs work of considerable planning, coordinating, and implementing of information technology projects within the Library District; this position has department specific responsibility.

Position Responsibilities:
- Provides leadership in planning and implementation of projects for enterprise application systems administration, network infrastructure, and technical support;
- oversees all installations, upgrades, and patches within the Library District Information Technology division;
- evaluates the coordination and implementation of security requirements and access controls; prepares specifications and plans for implementation of new or enhanced network environment and public wireless service;
- develops technical support policies, procedures, and practices;
- develops hardware and software requirements based on user needs assessment;
- designs, develops, and maintains Web pages;
- responsible for monitoring the IT budget;
• plans, implements, and administers the Library's Integrated Library System (ILS) SirsiDynix;
• supervises, trains, and evaluates assigned staff; manages service agreements and vendor negotiations;
• works with vendors and department subject matter experts to assist support activities;
• coordinates with vendors and assists in the selection and evaluation of alternative systems;
devels and evaluates Request for Proposals;
• develops hardware and software requirements based on user needs assessment;
• coordinates with vendors and assists in the selection and evaluation of alternative systems;
• develops and assists users with procedures, configuration, and use of mid-range and file server systems; initiates acquisition procedures; develops user manuals and documentation and conducts user training as needed;

Required Qualifications:

Bachelor's degree from an accredited college or university in Computer Science, Management Information Systems, or Programming; AND three (3) years progressively responsible experience in system administration, and one (1) year of project management experience and two (2) years of supervisory experience; OR an equivalent combination of education and experience; successful completion of a background check may be required; some positions may require a valid driver's license.

Preferred Qualifications:

Master's degree in Computer Science, Management Information Systems.

Closing Date: Not stated

Special Instructions to Applicants:
APPLICATIONS MAY BE FILED ONLINE AT: http://yumacountyaz.gov
198 S. Main St Yuma, AZ 85364 928-373-1013