



The North Olympic Library System invites you to consider the position of  
**IT Systems Administrator**

### **North Olympic Library System**

NOLS is a junior taxing district organized under the laws of Washington State and serving all of Clallam County, Washington. It includes the Main Library and Administrative headquarters in Port Angeles, branches in Clallam Bay, Forks and Sequim, and active Volunteer and Outreach programs. NOLS is heavily involved in community engagement and partnership activities throughout the county. NOLS staff consists of 56 FTE, the annual circulation for 2019 was over 1.3 million, and the 2022 budget is just over \$5.5 million. In 2022, NOLS is preparing to expand and renovate its Sequim Branch Library, launch a Bookmobile service, and implement a new discovery system for its online catalog.



### **About the Position**

Individuals assigned to this classification are responsible for planning, developing, operating, maintaining, and evaluating the Library system's hardware, software, network and telecommunications infrastructure, and in developing training and documentation materials. Participates with a high degree of leadership responsibility in coordinating systemwide information technology systems. Exercises independent action in some areas; in most cases tasks are performed under minimal supervision.



***In this recruitment, NOLS is particularly, but not exclusively, interested in reviewing applications from candidates who have skills, experience, or professional enthusiasm in the following areas:***

- Working collaboratively with system-wide, multi-department teams;
- Highly detailed oriented and organized;
- Flexibility, a high level of energy and an aptitude for multi-tasking;
- Innovative public service models with a focus on equity, diversity and inclusion;
- Providing training and excellent customer service to co-workers.

## Examples of Essential Job Functions

Work performed may include, but is not limited to, the following activities:

- Assists with short-term and long-range planning for technology applications to meet changing and future needs, and works with colleagues to identify, explore, plan, implement and evaluate new technologies;
- Assists with developing and managing IT Department budgets;
- Purchases hardware, software, and services;
- Recommends and selects network and internetwork strategies and devices; recommends and selects hardware and software; establishes and maintains minimum required specifications for hardware and software;
- Represents NOLS' interests with IT product and service vendors;
- Maintains equipment and software inventory records; establishes hardware and software replacement schedules;
- Builds, installs, configures and tests new hardware and software;
- Recommends and implements operating procedures and practices;
- Maintains network security;
- Manages library server services including database, e-mail and website services;
- Communicates with staff about NOLS technology and the status of IT projects, programs and activities;
- Performs assessments, evaluates results, designs and delivers training to staff on the use of library hardware and software;
- Troubleshoots network, hardware and software problems and responds to technical support requests;
- Writes instructions and manuals for library technology;
- Collects statistics and other data and prepares reports as required;
- Stays abreast of trends and best practices in IT and library technology and participates in continuing education opportunities as appropriate;
- Maintains work areas in a safe, clean and orderly condition;
- Actively participates in committees, work groups and special assignments;
- Performs related duties as required.
- Timely and regular attendance is an essential job function.

## Minimum Qualifications

### Education, Experience, and Certifications:

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:*

- Bachelor's degree in computer science or equivalent;
- Professional IT certifications from Microsoft, Cisco, (ISC)2, and/or CompTIA;
- At least three years of experience in IT field or equivalent;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.

**Knowledge and Skills Required:**

- Thorough knowledge of telecommunications and internetworking protocols, internetworking hardware, operating systems and troubleshooting;
- Thorough knowledge of computer hardware, operating systems, directory services, applications software, deployment practices and troubleshooting;
- Current and emerging library trends, services, technologies and practices;
- Familiarity with public libraries and library services;
- Ability to drive a NOLS vehicle and transport equipment between branches;
- Strong customer service attitude;
- Strong verbal and written communication skills.

**Physical Requirements**

*Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:*

- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.

**Working Conditions**

Duties are generally performed indoors. Evening and weekend hours are occasionally required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work station may be shared with other staff. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

**Salary, Benefits, and Schedule**

The salary range for this position is \$4,221.90 – \$5,131.75 per month (Range 19). Appointment may be made at any step, dependent on experience and qualifications. Benefits package includes paid vacation, holidays and sick leave; PERS retirement plan and Social Security; partially paid medical insurance

coverage available for employee with dependent coverage option by payroll deduction; employer-funded Health Reimbursement Arrangement (HRA); employer-paid vision coverage for employee and all family members; employer-paid Employee Assistance Program (EAP); employer-paid life and accidental death/dismemberment insurance; deferred compensation plan available with employer contribution.

The position is budgeted and scheduled for 37.5 hours per week. The work schedule varies and will include evenings and weekends. The primary work location is the IT Department in the Port Angeles Main Library. The position may be assigned to work at other NOLS Facilities as needed.

The position is Union represented; AFSCME Local 1619L.

### **About Clallam County**

Clallam County has a population of about 75,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States, to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains. The “West End” of Clallam County includes the towns of Forks, Clallam Bay, La Push and Neah Bay.



The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim’s famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing. Native American tribes include the Jamestown S’Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe. The Seattle metropolitan area is approximately three hours away. The charming city of Victoria, British Columbia is a short ferry ride from Port Angeles.

### **About Port Angeles**

Port Angeles is situated between the Olympic Mountains and the Strait of Juan de Fuca. The county seat for Clallam County, it has a population of about 20,000 people and is the largest city on the Olympic Peninsula. Port Angeles is home to Peninsula College, which offers two- and four-year degree opportunities as well as non-credit adult learning classes. The city enjoys a vibrant artists’ community and live music scene.

The average annual precipitation total is approximately 25 inches, compared to Seattle's 38 inches. Temperatures are heavily modified by the maritime location, with winter lows rarely below 30 degrees, and summer highs rarely above 80 degrees. Port Angeles receives about 4 inches of snow each year, but it rarely stays on the ground for long.

### Application Procedure

Position is open until filled. Required application materials for this position include a completed application, current resume, and a cover letter explaining why you are the best candidate for this position. Applications should be submitted by email to [HR@nols.org](mailto:HR@nols.org). Applications are not complete unless all elements are submitted. Incomplete applications will not be considered. *To avoid submission problems with NOLS' firewall, file names of the attachments **must not** include any hyphenation such as dashes or extra periods.*

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Executive Director. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions. All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles. The North Olympic Library System is an Equal Opportunity Employer.

