



201 Main Street, Sag Harbor, New York 11963  
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## TECHNOLOGY SERVICES LIBRARIAN

The John Jermain Memorial Library, located in historic Sag Harbor, seeks applicants for a full-time Technology Services Librarian position. The successful candidate will work with an innovative staff to promote the library's mission through staff training, individual patron support, public outreach, and digital initiatives.

Responsibilities will include, but not be limited to:

- Maintenance of network-infrastructure and security;
- Reviewing and updating security monitoring systems and data back-up systems;
- Selecting, installing, and maintaining AV equipment, computers, copiers and printers;
- Selecting and installing software, software updates and cloud-based applications;
- Maintenance of technology-related service agreements and licenses;
- Establishing and maintaining vendor and consortium relationships;
- Maintenance of internet connectivity services;
- Managing IT budget lines in cooperation with the Director;
- Maintaining inventory of electronic devices and resources;
- Creating monthly technology statistical reports;
- Monitoring website, blogs and related platforms, and updating content and links;
- Discovering and implementing developing technologies across departments;
- Training staff in cyber-security and technology;
- Patron technology assistance;
- Community programming;
- Support for our expanding Library of Things collection;
- A commitment to professional development and continuing education.

Required skills include:

- MLS or MLIS degree from an accredited institution;
- New York State Librarian Certification;
- Flexibility and a collaborative spirit;
- Experience working within the intersection of technology and public service;
- Familiarity with both Mac and PC platforms;
- Expertise in Microsoft Office, WordPress, and Google Suite management;
- Excellent verbal and written communication skills;
- Experience with Library ILS software is desirable;
- Experience with graphic design and film editing software is desirable.

This full-time, salaried position requires evening and weekend hours, as well as public-facing professional duties, including support of the library's reference services. Competitive salary commensurate with experience. Benefits include NYSHIP health insurance, TIAA CREF retirement plan, paid vacation and sick leave, and a partial-tuition reimbursement program. Please send resume and letter of application to Catherine Creedon, Director at [catherine@johnjermain.org](mailto:catherine@johnjermain.org) by 4/17/2021.

John Jermain Memorial Library celebrates the diversity of our community, and warmly welcomes applicants for all positions without regard to race, color, creed, religion, nationality or ancestry, gender, sexual orientation, age, or disability.