

Winnefox Library System Position Description

Position: Web Development Specialist/Network Manager

Date: May 30, 2018

General Purpose: Ensure the stability and growth of the System’s wide area network, including hardware connected to it. Create professional websites, enabling member libraries the freedom to edit content themselves.

Supervisor: Assistant Director

Supervises:

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Website Development and Programming	
<ul style="list-style-type: none"> • Work with libraries to create and maintain their web presence • Layout design and programming • Provide training as needed • Test and correct issues with all available operating systems, devices, and browsers • Manage Content Management System so library staff can easily update pages. • Create content as needed (new material lists, web forms, pages, blog entries) • Utilize responsive design principles to ensure compatibility with all devices. 	Libraries have professional-looking websites that have the desired features and are easy for them to update. Maintain a secure website environment.
Set up protected areas of the website for intranets	Libraries have the ability to set up staff intranets
Provide ongoing support for library websites, including <ul style="list-style-type: none"> • Monthly usage statistics • Website security • Patches and upgrades as needed 	Libraries have the ongoing support they need

Research and implement new modules/ technology as technology changes and needs arise	New modules and technology are introduced and adopted as needed.
Wireless Network Support	
Deploy and maintain wireless routers to member libraries	Libraries are able to provide this service reliably
Maintain and manage physical and virtual servers	
<ul style="list-style-type: none"> • Monitor and install software patches • Update operating system software • Run diagnostics and optimization routines • Check logs for problems and errors • Manage user quotas and storage needs • Tune web servers/caching for fastest website loading possible • Install and configure new host servers • Plan for future server infrastructure • Implement settings and policies that maintain high degree of data and infrastructure security • Create and manage virtual servers 	Servers run reliably.
Manage weekly, monthly, and offsite backups/storage of backups	Data is backed up as needed and data integrity is maintained.
Maintain overall security of servers	Servers are not hacked.
Work with outside consultants	Consultants are called in as needed. Winnefox staff work efficiently with consultants.
Maintain Wide Area Network	
<ul style="list-style-type: none"> • Maintain network connections between libraries • Configure firewalls, routers and switches 	Network is stable. Hardware and settings are adaptable to libraries' needs.

<ul style="list-style-type: none"> • Change firewall rules as needed to allow/deny access to the network • Replace network equipment as needed • Create and configure network VLANS • Maintain IP addressing scheme to maintain efficient network • Configure and manage VPN usage 	
Maintain overall security of network	Network is kept secure.
Manage Microsoft Office 365	
<ul style="list-style-type: none"> • Monitor email to ensure reliability • Add/delete users • Manage mailing lists and user groups • Manage user rights and permissions with active directory • Recover lost email 	Email system runs effectively.
Technical Support	
Provide hardware and software support for computers and related equipment in the system	Libraries have support for technology
Make onsite visits to do evaluations, perform upgrades, train staff	Libraries are satisfied with onsite service
Answer calls/emails/IMs and redirect users to other staff as appropriate	Libraries receive timely service and are directed to the staff person who can best assist them.
Print Management	
Manage print management system for libraries so that library staff can manage printing by library users and staff.	Staff are able to effectively manage library user print queues. Staff are able to print library documents as needed.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and state-level meetings.
- Willingness to attend relevant statewide, regional, and national meetings and conferences.
- Willingness to work flexible hours, including some evenings and weekends.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation

TECHNICAL KNOWLEDGE

- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Experience with Linux and Command Line programming.
- Familiarity with web design using content management Systems.

REQUIRED EDUCATION AND/OR EXPERIENCE

Four year college degree required; or advanced certification and/or equivalent experience may be substituted. Experience with computer hardware, software, repair, web design, graphic design, and network management.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.