



THE CLEVELAND LAW LIBRARY



JOB TITLE: Network Services Librarian, Cuyahoga County Law Library

HOURS OF WORK: Monday-Friday; 8:30 a.m.-4:30 p.m.; In-person

PAY RANGE: Commensurate with experience

BENEFITS: OPERS retirement benefits; eligible for county benefits if work more than 30 hours per week

DESCRIPTION: Under the supervision of the Director, the Network Services Librarian maintains the Library's network, web site, databases, and software.

REQUIREMENTS:

Education: Associate degree in Information Technology, Information Systems, or Computer Information Systems. Bachelor's degree preferred. Masters in Library Science and/or Information Science (MLS/MLIS) from an ALA-accredited institution is a plus.

Certifications: Candidates with up-to-date certifications in computer technology (e.g., Microsoft Fundamentals, CompTIA A, Cisco) are also desired.

Experience: Three years of experience working in the technology field with network responsibilities. Experience with Microsoft Office 365 and Microsoft SharePoint is required. Prior employment in technology at a library or law library is a plus.

Experience with the following products a plus:

- Adobe InDesign
- Corel Paintshop
- Adobe Acrobat & Adobe Acrobat Pro
- HTML designer tools
- Video editing software
- Email communication software (e.g., Constant Contact)
- Antivirus products (e.g., Semantec)

DUTIES: The following list of duties is representative, but not necessarily inclusive of, the activities conducted by the Network Services Librarian:

- Creates content for and maintains the Law Library's hosted web site
- Maintains the security of the Law Library's network
- Coordinates with CLEVNET regarding the Law Library's network

- Maintains the Library's network and computer databases
- Manages maintenance, operation, and updates of all technology equipment
- Manages various mail lists and current awareness services
- Instructs staff on the use of hardware and software
- Creates and distributes Law Library marketing materials and patron communications
- Advises the Director on network equipment and software needs
- Interfaces with consultants and participates in technology planning
- Other related duties as assigned

APPLICATION: Please send a cover letter, resume or CV, and references by email or mail to:

Kathleen M. Dugan, Esq., MLS
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