GRANDE PRAIRIE PUBLIC LIBRARY
DISCOVER THE POSSIBILITIES

JOB DESCRIPTION

Title:	Reports to:
Network Administrator	Director

No. of Direct Reports:	Direct Report Titles:	Revision date:
TBD	TBD	February 2019

POSITION SUMMARY:

The Network Administrator is responsible for leading the Grande Prairie Public Library's (GPPL) IT infrastructure and systems. Reporting to the Director, this role ensures that IT systems and equipment are effective by determining the overall technology infrastructure needs of the organization and maintaining them appropriately. The Network Administrator is responsible for building a successful path to information technology solutions by developing a comprehensive annual IT budget, following industry standards, and researching and advising technologies. The position provides leadership and direction to the IT department. This position involves being on-call for evenings and weekends.

SPECIFIC ACCOUNTABILITIES:

1. Manages and supports GPPL's network and IT Systems to effectively support the operations of the Library while following current industry standards.
    - Sets up, maintains, and troubleshoots networks, wireless access, and public computers
    - Provides application coaching, troubleshooting, and support to staff
    - Collaborates with Peace Library System staff to diagnose, troubleshoot, and resolve issues pertaining to Polaris (ILS)
    - Develops and maintains an annual IT budget in consultation with the Director and Office Manager, determining effective purchase of equipment consistent with the IT budget

2. Manages and supports GPPL's server administration.
    - Sets up, maintains, and administers the servers, including performing regular maintenance and audits to the server systems, as well as security audits and capacity management
    - Initiates and develops backup and recovery strategies for all servers that includes administering backup and recovery processes for all Windows servers
    - Administers the Microsoft Exchange server and related infrastructure, including providing support for systems and devices that integrate with Exchange for messaging services and planning and managing upgrades to Exchange software
    - Ensures the security of the server infrastructure by implementing industry best practices regarding privacy, security, and regulatory compliance
    - Manage end user accounts, permissions, access rights, and storage allocations by best practices

SPECIFIC ACCOUNTABILITIES:

3. Assesses and recommends new technologies that will support the mandate of GPPL and enable operations.
   - Maintains an awareness of new technologies and considers their potential for use at GPPL
   - Researches technologies identified by others for consideration
   - Assesses technologies to understand the value they might bring to GPPL, patrons and the community, as well as the cost and impact. Makes recommendations to the Director, developing innovative proposals for continuous improvement where appropriate
   - Actively investigates and pursues grant funding opportunities to finance new technology projects

KNOWLEDGE/EXPERIENCE:

- Completion of a diploma/degree program in computer science, network administration, or equivalent field
- 5+ years' experience with network administration, server management, common applications, internet and desktop computing set up, maintenance and troubleshooting
- Critical thinking and analytical skills, along with the ability to learn new technologies and applications quickly
- Strong teamwork skills, with the ability to work collaboratively with colleagues and provide excellent customer service skills by providing responsive and functional equipment
- Written and verbal communications skills, including the ability to translate technology concepts into everyday language
- Excellent organizational and self-management skills