



## Easton Area Public Library and District Center Founded 1811

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515 Church Street  
Easton, Pennsylvania 18042-3587

Phone: (610) 258-2917  
Fax: (610) 253-2231  
[www.eastonpl.org](http://www.eastonpl.org)

### Job Opening:

Full-time position available starting July 10, 2017  
Assistant Network Administrator \ IT Support Technician  
Salary \$40,000 with excellent benefits

### Description :

The Assistant Network Administrator \ IT Support Technician's role is to ensure the stable operation of the information technology environment. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all hardware, software, databases, network components and mobile devices.

### Position Requirements:

- Technical school diploma, Community College degree or equivalent experience
- Strong communication and organizational skills
- Ability to assist with the daily administration of the WAN\LAN
- Microsoft Windows desktop and server operating systems knowledge to Install, configure, maintain and troubleshoot servers, desktops, laptops, mobile devices, and associated software and anti-virus programs
- Experience deploying new service packs, hot fixes, system updates, and supplied patches
- Administer and maintain end user accounts, permissions, and access rights both local and on the server
- Must be mobile (stand, sit, bend) and able to lift and transport moderately heavy objects, such as computers and peripherals
- HTML knowledge and proficiency creating, implementing and maintaining website databases (MySQL, MS Access)
- Perform other IT related duties as assigned

Send, email or fax your resume and references to:  
Georgia Weber, Computer Services Department  
Easton Area Public Library  
515 Church Street  
Easton, PA 18042-3587

Fax: 610-515-1352

Email: [georgiaw@eastonpl.org](mailto:georgiaw@eastonpl.org)  
RESUMES must be submitted in PDF format  
Deadline to submit resume: June 9, 2017