



JOB CLASS: Manager
POSITION TITLE: Information Technology Manager
GRADE: IX, 6-8
SALARY: \$67,314.00 - \$70,648.50
REPORTS TO: Library Director
SCHEDULE: Days, with occasional evening and weekend shifts required
FLSA STATUS: Exempt

POSITION SUMMARY

The Information Technology Manager will take a leadership role in defining, planning, and implementing new technology and maintaining existing systems. The manager will also oversee the Makerspace, supervise department staff, and coordinate with the library's managed service provider.

JOB REQUIREMENTS

Education

Bachelor's degree in computer science or related field
MLS preferred

Experience

Information technology experience, 3-5 years, preferably in libraries
Managerial and/or project management experience
Web design and website management experience, WordPress preferred

PERSONAL REQUIREMENTS

- Committed to providing excellent customer service for all library patrons
- Committed to leading and working with staff in a clear and positive manner
- Communicates well with patrons of all technological skill levels
- Helpful and understanding toward others
- Good work ethic; conscientious
- Efficient and well-organized
- Outgoing and pleasant personality
- Flexible, cooperative, and responsible
- Dependable, prompt, responsive
- Projects professionalism in appearance and behavior
- Performs detailed work with a high degree of accuracy

KNOWLEDGE, SKILLS, AND ABILITIES

- Broad knowledge of or willingness to learn professional library principles, methods, information resources, and practices
- Experience managing a staff and commitment to keeping abreast of managerial best practices
- Demonstrated ability to manage and prioritize multiple projects at once
- Ability to collaborate closely with the library's managed service provider and other vendors to support library systems
- Understanding of library policies and the ability to explain these policies to the public
- Ability to quickly learn new technology systems and applications
- Experience with and enthusiasm for STEAM/Maker activities
- Communicates professionally and clearly with patrons, staff, and other library departments
- Ability to troubleshoot common problems with computers and all Makerspace equipment
- Creative and curious; seeks out new skills and technologies
- Maintains confidentiality of patron information

DESCRIPTION OF TASKS

- Trains, schedules, and supervises Information Technology staff, including defining goals, setting priorities, managing projects, and ensuring that staff uphold policies and procedures
- Acts as project manager when implementing new library technologies, including research, communication, troubleshooting, and staff training
- Reviews and advises library management and staff of the possible use, likely impact, and strategic value of relevant technological tools and ideas
- Performs general troubleshooting and required maintenance of library equipment and software
- Instructs staff and patrons on the tools, technologies, and activities available throughout the library
- Maintains and updates the library website
- Manages library's databases and software subscriptions
- Maintains a library atmosphere that is welcoming for all
- When the opportunity arises, represents the library among community partners
- Recommends library policies and procedures when needed
- Participates in professional development opportunities
- Attends and contributes to managerial and staff meetings; takes part in special projects and committees as assigned
- Performs other duties as assigned

ESSENTIAL SKILLS

- Must be able to view computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time
- Must be able to turn, balance, handle, reach, stoop, kneel, walk, sit, and stand for extended periods of time
- Must have the mobility to operate and troubleshoot all Makerspace equipment
- Must have the manual dexterity to operate library equipment
- Must have adequate eyesight, depth perception, and color vision to perform duties
- Must be able to lift 25 pounds and handle heavy deliveries

Jeffersonville Township Public Library is an equal opportunity employer.

Adopted by the Jeffersonville Township Public Library Board of Trustees on March 20, 2018;
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