



Employment Opportunity

Director of Technology Services

St. Peters, MO

Help us create a future where everyone has access to a "Kaleidoscope of Discovery." As part of the St. Charles City-County Library leadership team, our new Director of Library Technology Services will strategically raise the Library's profile as a digital leader in the community.

Requirements:

- Minimum of five years of experience supporting information systems and information technology
- Supervisory experience preferably in a technology-related field required
- Bachelor's Degree in related field required
- Master's Degree in Library and Information Science, Information and Technology Management, or related field preferred
- Experience in a library, government or municipal setting and project management certification or proficiency desirable

We offer a full benefit package, which includes medical, vision and dental insurance, retirement plan, generous time off. Placement on salary range, \$67,178 - 98,654, dependent upon experience and qualifications

For priority consideration, please submit a cover letter and resume with completed [SCCCL Application](#) by **Monday, May 3, 2021**. Please send application materials electronically to HR@stchlibrary.org, or mail to SCCCL HR Dept. P.O. Box 529, St. Peters, MO 63376. Applications will be accepted until position is filled. Due to the high volume of applications received, we are unable to provide status updates.

St. Charles County is located in the Greater St. Louis area, approximately 30 miles northwest of downtown St. Louis. The county offers the culture and amenities of a big city while giving residents the safety and convenience of a suburban center complete with Blue Ribbon schools and access to many day-trip destinations. With a low cost of living and plenty of free, family-friendly festivals and attractions, more than 400,000 people call St. Charles County home.

The St. Charles City-County Library is a Kaleidoscope of Discovery! With an operating budget of over \$19 million, our twelve library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

4/20/21 – 5/3/21

Please see the following job description for more information.

Description Number	032.252
Position Title	Director of Technology Services
Salary Grade	24
FLSA Classification	Exempt
Reports to	Deputy Director & Chief Customer Experience Officer (CCXO)
Revision Date	04/13/2021

Position Summary

The Director of Technology Services holds primary responsibility for developing, implementing and evaluating system-wide information technology services for customers and staff. This is a Library leadership position and is a member of the Library's Administrative Team. Provides strategic and tactical planning, development, evaluation, and coordination of technology systems and infrastructure to ensure the Library's program of services can be implemented effectively and technology offerings are in alignment with organizational goals, priorities, and the strategic plan. Supervises the employees working in the Information Technology Department.

Essential Functions

1. Leads initiatives for planning, development, evaluation and coordination of the information and technology systems that support end users in the productive use of computer hardware and software.
2. Formulates and manages the annual operation and capital budgets for Library information technology function.
3. Facilitates communication between staff, management, vendors and other technology resources within the organization.
4. Oversees the Enterprise system, including local area networks and wide-area networks.
5. Develops and implements security policies, protocols and procedures that ensure system security and back-up procedures are kept up-to-date to meet the needs of the organization.
6. Assesses and monitors data protocols to evaluate and mitigate the risk of a data breach.
7. Directs the work of the Information Technology (IT) Department staff.
8. As part of the Library's Administrative Team, participates in long-range and strategic planning, budget preparation, and evaluation of library services and facilities.
9. Attends library board meetings, providing periodic reports as requested.

Duties

1. Works with management and staff on projects related to the selection, acquisition, development and installation of information systems, equipment, and software.
2. Serves as the liaison between IT resources and external entities, such as, government, vendors, consortia and other libraries.
3. Provides general supervision of IT staff including: orientation, training, scheduling and evaluation. Responsible for recommendations concerning hiring and terminations.
4. Oversees the documentation of IT procedures, programs and policies and assists with development or evaluation of administrative policies for the District.
5. Develops, applies for, and manages library technology grants.
6. Directs any external managed services consultants working on designated IT assignment areas.
7. Participates in professional development and continuing education activities, including ongoing review of professional literature.
8. Attends various Library staff meetings as required.
9. Performs duties in accordance with the Library's Code of Ethics.

Skills

1. Extensive knowledge of general library operations and library technology.
2. Strong verbal and written communication skills and effective presentation skills.
3. Ability to provide effective leadership and to motivate staff.
4. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
5. Proven ability to organize work to deliver results on schedule.
6. Ability to analyze and resolve complex issues, both logical and interpersonal.
7. High level of proficiency with desktop, notebook, handheld and server computer hardware.
8. Familiarity with local and wide area network design, implementation and operation.
9. Demonstrated proficiency working with Windows operating systems.
10. Expertise in the use and implementation of various office productivity software programs including MS Office, Google Apps Suite and communications software.
11. Current driver's license and access to reliable transportation; ability and willingness to travel when necessary.
12. Ability to use the District's goals, priorities, and strategic plan as the basis for sound decision-making.

Essential Physical Abilities

Accomplished with or without reasonable accommodation.

1. Sufficient mobility to supervise or perform work at library branches and to attend meetings at various locations.
2. Sufficient clarity of speech and hearing to communicate well with employees and customers.
3. Sufficient vision to produce and review computer data, correspondence, reports and related materials in both electronic and hard copy form.
4. Ability to lift, push or pull up to 25 pounds.
5. Ability to operate office equipment and motor vehicles.

Education and experience

1. Bachelor's degree required.
2. Master's degree in Library and Information Science, Information Technology Management or related degree preferred.
3. Minimum of 5 years of experience with increasing responsibilities for management and support of information systems and information technology.
4. Direct supervisory experience required, preferably in a technology-related field.
5. Experience in a library, government or municipal setting, and project management certification or proficiency are desirable.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.