

**Job Description:** System Support Librarian

The System Support Librarian will provide technical expertise and broad support for the communication and online systems within the library system. The position reports to the Director and works from the System Services Offices in Clarkesville, Georgia, to offer virtual and in-person support to six affiliate libraries in Habersham, Rabun, Stephens and White Counties.

Specific duties will include, but are not limited to, the following:

- Acting as head of NEGRLS's Technology and Systems Department; serving as a member of the regional library system's management team;
- Overseeing technology services for the System Services Office and all affiliated libraries;
- Providing support in the areas of computer technology, networking, and general software problems; performing technology updates; providing troubleshooting and minor repair of computers and peripherals; installing, configuring, and testing new software applications;
- Making unscheduled visits to any affiliated library if an emergency arises; mentors other staff as needed;
- Conferring with the Director as needed on all aspects of technology services; assisting the Director in gathering data and preparing statistical reports as needed;
- Keeping current on new technological issues, procedures, processes, and equipment as they relate to libraries; attending state-wide training as required;
- Serving as technology purchasing consultant to affiliated libraries;
- Purchasing computer equipment and software within budgetary constraints; applying for grants to enhance technology resources available to library patrons;
- Maintaining the accounting system computers and network located in the administrative offices; maintaining IT equipment inventory for System Services Office;





- Acting as technical contact between NEGRLS and Georgia Public Library Service (GPLS);
- Assisting Director with duties pertaining to the federal e-rate program, including annual applications, bid reviews and contracts;
- Serving as webmaster and content creator for the System Services Office web page; establishing and maintaining a social media presence for the System Services Offices;
- Coordinate and attend community events in promotion of the library.

**Reports to:** Director

**Coordinates with:** Director; System Services Office staff, GPLS Technology staff, Affiliate Library Managers, and library staff; Vendors and IT professionals

**Salary and Benefits:** Salary – \$52,000 annually. Benefits include paid holidays, annual leave, participation in State Health Benefit Plan and Teacher Retirement System of Georgia.

**Education and Experience required:**

Master of Library and Information Science degree from an ALA accredited university is required. A current license from the Georgia Secretary of State’s Librarian’s Board, or the ability to obtain certification upon employment.

Experience working with local admin privileges in Windows and Google Workspace (formerly G-suite). The person in this position must demonstrate the ability to work independently. Knowledge of public library environment preferred.

Background check and E-Verify required prior to employment.  
Northeast Georgia Regional Library System is a drug-free workplace.

**Please send a letter of interest, resume, and three professional references to:**

**Northeast Georgia Regional Library System  
Attn: Delana Knight  
P.O. Box 2020  
Clarkesville, Georgia 30523**

**Accepting application materials until position is filled.**

