Job Title: Anythink Systems Admin (*part techie, part customer service, part magician*)
Business Unit: Information Technology
Salary range: $45K-$55K DOE

Job Description:
Anythink libraries are hubs for innovation – and our staff and customers need tools to create and innovate. That's where you come in. You use your tech magic to keep these tools running. As part of the team that manages all staff and public PCs, you are the magician of managing applications and database server hardware and software in a client/server environment. More than a sleight of hand, your tricks keep every computer, phone, server, and network at Anythink up and running.

Ready to join in a bold opportunity to help us take community library services to an entirely new dynamic realm?

Who you are:
- You are a hands-on tech guru; you understand the magic behind the technology and provide expertise for our district.
- You feel equally rewarded whether you are rolling up your sleeves to set up a PC or working with people to help understand their technology needs.
- You have always wanted to work for an organization that strives to innovate through technology.
- You understand that collaboration is essential for innovation and that staff are also your customers.
- You are an effective communicator, able to relay pertinent information and are a patient and active listener.
- You engage well with others and are passionate about providing an exemplary customer experience.
- You inspire fun in the people around you.

A position you'll love:
- You perform maintenance magic on hardware, systems programming, server and application operation functions within the Windows and LINUX server environments.
- You are the genius behind the Anythink IT infrastructure. You install, modify, and maintain operating systems, patches, upgrades and communication components.
- You coordinate add-on products and upgrades to the library public access network like pulling a rabbit out of a hat.
- You understand the importance of backup and recovery; you know the value of having security procedures in place.
- You coordinate phones/VoiP to make these tools as seamless as possible.
- You are an explorer of new and emerging technologies to support library services, while also planning upgrades and handling equipment replacement.
- You are a wizard at leading various projects and coordinate various tasks with vendors and consultants.
- You are flexible and reliable to be on call for possible after-hours maintenance, upgrades and emergency weekend needs.
- You evaluate and analyze complex applications to increase efficiency and automation while reducing costs.
- You implement and maintain packages for remote deployment of applications using software such as KACE or Altiris.

- You manage Active Directory domain, including Group Policies, account management and Exchange.
- You are part of the IT Help Desk team supporting all district tech operations at seven different locations around Adams County.
- You help write and maintain IT documentation and IT policies.
- You have the energy to juggle many tasks with a smile, and you realize you have many people depending on you.
- You love a good challenge to utilize your problem-solving skills, not just smoke and mirrors.
- You demonstrate excellent communication skills with staff, customers, vendors, and district leadership.
- You do the right thing. Every decision you make and action you take is an opportunity to demonstrate our collective integrity.

Do you have what it takes?
- Bachelor's degree in computer information systems, computer science or equivalent experience
- 2-5 years of increasingly responsible experience in technology, including Systems/Network Administration or DBA expertise
- Familiar with Dell and CISCO switches, VPN, MS-SQL and desktops
- Ability to support library-specific applications, including Integrated Library Systems, print and PC management systems and open-source applications
- Knowledge of both Apple and PC systems
- Knowledge of VoIP
- Knowledge of filtering, security and firewall applications
- Working knowledge of Microsoft operating systems and applications, including Windows, Exchange, and Office
- Experience with wide area networks and remote access solutions
- Valid Colorado driver's license and use of personal vehicle (mileage reimbursed)

We are guided by these shared values:
Compassion for our customers and each other
Passion for our product
Eagerness to learn
Optimistic attitude – we believe that anything is possible

Why Rangeview Library District? A job with Rangeview Library District is a chance to use your knowledge and experience to enable transformations every day. You will be instrumental in helping our customers access technology, whether they're sitting by the fireplace with a laptop, surfing the Internet, gaming in the teen room or learning something new at one of our many intriguing programs. Your vision for emerging technology will help pave the way for the future of libraries. This job will have you loving Monday mornings again.

Your job will involve your being "on the move" in our libraries: You will stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift up to 25 pounds.

This is a full-time benefited position with an excellent benefit package.

If you are interested in joining our team, please submit a letter of interest, résumé and RLD application (found on our website) and mail to: Human Resources, Rangeview Library District Administrative Building, 5877 East 120th Avenue, Thornton, CO 80602.

All application information can be turned in at any of our Rangeview Library branch locations as well.

REMEMBER TO APPLY BY THE POSTING DEADLINE.

For more information about this position and our library district, visit our website at www.anythinklibraries.org.