

Quogue Library  
90 Quogue Street  
Quogue, NY 11959  
631-653-4224

Posted 8/1/2024 - Position remains open until filled

Job Posting: Full Time Technology Coordinator

Position Description: The candidate will take a leading role in the Innovation Lab. Candidate will be responsible for the maintenance and update of all aspects of existing and emerging technologies. The candidate must be a team player and work well with the QL administration. Help staff develop solutions for growing technology services and challenges confronting libraries today.

Responsibilities include, but not limited to:

Manage Innovation Lab operations and effective positive relationships with staff  
Administer the Library's computer network including the installation, maintenance, and minor repair of computers.  
Assist patrons and staff with computer applications  
Assist staff with hardware updates/problems/maintenance  
Help set up and take down AV equipment, screens, laptops, digital cameras, Wi-Fi, digital projectors, scanners, fax machines  
Assist staff with use of media systems in community rooms  
Work with SCLS on pertinent technology matters  
Must be able to communicate affectively verbally and in writing  
Create and present courses for patrons on using current and emerging technologies  
Will be asked to staff the Innovation Lab  
Assist staff with statistics compilation, collect data from Google and Traf-Sys for statistics  
Create Statistic Reports  
Maintain tech inventory and technology budget  
Maintain and operate Digital Keycard System  
Maintain Security System Camera System  
Maintain and operate the VOLP Telephone System  
Manage software licenses and renew as needed  
Maintain and operate electronic lighting equipment  
Assist with photocopier maintenance and reconcile income  
Respond to inquiries from public  
Register for Quiet Rooms and tech appointments  
Yearly generator maintenance required  
Implement Tech Policy and Procedures  
Assist with program set up and take down when needed  
Maintain all tech equipment throughout building  
Other duties as assigned

Education:

Degree or equivalent experience: High School Diploma or equivalent required, Associate or Bachelor Degree in Computer Science/Information Technology preferred

35 hours a week, (flexible weekend hours required) \$47,000 - \$52,000 annually based on library experience

NYSHIP Medical Coverage/Dental/Vanguard 403(b) employer contribution/Longevity Bonus/generous PTO.

To apply please send resume with a cover letter to the attention of Susan McKenna (Director) at [smckenna@quoguelibrary.org](mailto:smckenna@quoguelibrary.org)