

February 29, 2024

The following position is now open:

Technology Support Specialist

Manages the daily operations and supervision of the Computer Center and staff. This position provides hardware and software support for the Main Library and the Osage County Branch. Responsible for the day-to-day operations and supervision of Computer Center staff and functions, including work schedules and desk hours. Work scheduled shifts in the Computer Center and other public service desks. Maintain Computer Center equipment in good working condition, perform regular preventative maintenance. Assist patrons with computer equipment in accordance with library policy. Assist staff with computer equipment as needed. Provide support for software such as Microsoft Office Suite, Google G Suite, and Adobe Creative Suite. Assist with technology setup for library events as needed. Assist with grant applications pertaining to technology as needed.

Degree in computer related field or two years of related information technology experience.

Hours:

This is a full-time position. Generally, 8 a.m. – 5 p.m. Monday through Friday, with some evening and weekend hours. Position will participate in the scheduled weekend work rotation.

Pay:

Salary begins at \$48,776.04  
Health Insurance paid in full by the employer.

Employment applications may be obtained at the Circulation Desk; or Library website [www.mrrl.org](http://www.mrrl.org)