

**Hosting Solutions & Library Consulting (HSLC)
3600 Market Street, Suite 550
Philadelphia, PA 19104**

**DIRECTOR OF NETWORK SERVICES
Job Posting**

Position available July 1, 2018

Location: 3600 Market Street, Philadelphia PA 19104

About HSLC

For 30 years HSLC has operated as a trusted non-profit technology support organization for Pennsylvania libraries. Since the 1990's HSLC has provided technology solutions to the State Library of Pennsylvania, most recently in the form of the POWER Library (www.powerlibrary.org). HSLC seeks an enthusiastic supporter of our mission to lead a small but highly productive team in delivering the critical network architecture for our services. For more information about HSLC, please visit www.hslc.org.

Description:

Under the supervision of the Executive Director, the Director of Network Services oversees technical systems and network operations for the organization.

Essential Job Functions:

- Attends and participates in management team meetings
- Coordinates technology and support for computer systems, servers and applications and websites, including but not limited to the POWER Library Network and the HSLC Corporate Network.
- Demonstrates vigilance in ensuring the security, stability and usability of systems for users internal and external to the HSLC networks
- Responsible for providing training to and identifying professional development opportunities for technical support staff
- Documents system procedures and processes
- Creates and maintains documentation as it relates to network configuration, equipment inventory and processes
- Updates and maintains the company IT Disaster Recovery Plan
- Coordinates maintenance of network security policies and procedures
- Actively monitors technology trends and recommends future technology initiatives. Conducts technical research on system upgrades to determine feasibility, cost, time required, and compatibility with current system
- Supervises work assignments for technical support staff
- Performs annual evaluation of technical support staff
- Supports digital software initiatives for the POWER Library in conjunction with the Library Services Team personnel

- Interacts with outside vendors and support organizations
- Ability to work after-hours in order to perform system upgrades, tests, etc.
- Participates in on-call rotation to ensure required support is available on weekends
- Other duties as assigned

Minimum Qualifications needed to perform Essential Functions:

- Seven - ten years progressively responsible experience in network planning and administration including DNS, VLANs, router and switch management
- Three - five years of progressively responsible personnel management experience
- Experience with open source and proprietary network operating systems (e.g. Linux, Spacewalk, Xenserver, Nagios, SQL/MySQL, PostGreSQL, VLANs, Windows, etc.)
- Familiarity with load balancing technologies
- Strong grasp of routing and switching technologies and network diagnostic techniques
- Deep understanding of TCP/IP and all 7 layers of the OSI Model
- Planning and project management skills
- Ability to think and act strategically and proactively
- Ability to effectively manage and prioritize multiple simultaneous technology projects
- Excellent written and verbal skills
- Ability to respond to network emergencies during regular and non-business hours

Minimum Education, Training and Experience Required:

- Bachelor's Degree (Master's degree preferred) in Computer or Information Technology
- Advanced knowledge of Microsoft Office tools
- Network Security or Cisco certifications a plus
- Experience building and maintaining configuration management solutions (puppet, chef, ansible, etc.) a plus
- Experience with building, managing and tuning performance of High Availability (HA) infrastructure and systems
- Experience installing, configuring, and maintaining services such as Bind, Apache, MySQL, etc.
- Experience with intrusion detection and prevention technologies
- Experience with installing, configuring and securing Linux servers in virtualized environments according to best practices.
- Familiarity with the fundamentals of Linux scripting languages

Physical Demands

- Ability to sit for 5-8 hours, stand for 1-3 hours and walk or drive for 1-2 hours
- Ability to bend/stoop and squat, reach above shoulder level, crouch, lift, push or pull for up to one-third of the normal work day
- Ability to lift, carry or and maneuver 25 pounds regularly

- Ability to use hands for simple grasping, fine manipulation and repetitive movements for general office procedures including typing.
- Ability to drive and travel to hosting facilities and throughout the Commonwealth of PA

Additional Requirements:

- Valid driver's license
- PA residency preferred
- Experience with a public, academic, school or special library a plus

Compensation:

Salary commensurate with experience.

To Apply:

Email your resume and cover letter to:
Maryam Phillips, Executive Director
HSLC
phillips@hslc.org

EOE/ADA