



# Alliance Library System

## RSA System Administrator/Manager

The Alliance Library System (ALS) seeks a Resource Sharing Alliance (RSA) System Administrator/Manager to maintain and back up Windows and Linux servers, troubleshoot problems associated with the Library Information System network, SirsiDynix Symphony and other system software, and adjust system and library parameters.

Responsibilities include the ability to:

- Provide technical support related to Local Library System Automation Plan (LLSAP) operations for RSA and 165+ member libraries
- Troubleshoot network connectivity between remote libraries and the LLSAP
- Install, test, and validate software
- Serve as a team member in support of the customer help desk
- Review, troubleshoot, and configure system and library parameters
- Maintain and back up Windows and Linux servers
- Develop, configure, and run reports using various software tools
- Attend appropriate professional development and continuous learning opportunities to enhance skills
- Open tickets with hardware/software vendors
- Maintain current awareness of technology trends
- Create software packages, test new software, and debug and refine software before release
- Assist in planning system hardware and software upgrades, purchases, and replacements
- Complete and maintain technical documentation for the organization
- Work independently with little to no supervision during part of the working day

The ideal applicant would possess the following:

- Bachelors Degree in Computer Science or equivalent combination of education and experience.
- Understanding and working knowledge of Windows and Linux based servers.
- Understanding and working knowledge of internet protocols.
- Ability to develop client/server programs in a 4<sup>th</sup> generation language.
- Ability to code html, xml, and javascript webpages.
- Experience in troubleshooting and maintaining Windows and Linux environments and operating systems.
- Experience with various data reporting tools.
- Experience working with and supporting various levels of clients with all ranges of technical expertise.
- Excellent customer service skills.
- Ability to obtain valid Illinois driver's license and have a minimum of one year driving experience.

The salary range for this position is \$40,000 to \$48,000, and the hours of employment are Monday-Friday 8:00 a.m. to 4:30 p.m. or 12:00 p.m. to 8:00 p.m. Starting pay will be based on qualifications and experience.

Alliance Library System offers the following benefits:

- 7 ½ hour work day
- Health, dental and vision insurance
- 13 paid holidays

- 20 paid vacation days
- 2 paid personal days
- 12 paid sick days
- Participation in IMRF (Illinois Municipal Retirement Fund)
- Participation in pre-tax retirement savings plans

Please send resume, letter of application and three references to:

Via Mail

Morgan R. Cadwalader  
Human Resources Administrator  
Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611

Via Email

Morgan Cadwalader: [mcadwalader@alliancelibrarysystem.com](mailto:mcadwalader@alliancelibrarysystem.com)

Via Fax

Morgan Cadwalader: 309.694.9230

All applications are due by 9:00 AM on Friday, March 5, 2010.