## Library Systems Administrator

### Job Title: IT Technical Associate - Library Systems Administrator

**Reports to**: Associate University Librarian for Information Technology

**Supervision** (May supervise any or all of the following): Assistant Library Systems Administrator; Graduate Assistants; Student Assistants

### Job Summary

As the Library’s senior systems administrator, support the Library’s goal to provide quality resources and expertise to students, faculty and staff by configuring, testing, and maintaining information, research and storage systems, including operating systems, services, and application packages. Deploy and maintain desktop computing systems in a mixed environment (Windows, Mac, Linux). Monitor, troubleshoot, and resolve system issues with servers, networks, and storage. Lead the Desktop and Server Administration Unit and supervise the work of the Assistant Systems Administrator, graduate assistant(s), and / or student assistant(s).

The Desktop and Server Administration Unit is part of the Information Technology Division of the UIC University Library. The IT division supports the student, library patron, and staff technology needs at five library locations in Chicago (2 libraries), Peoria, Rockford, and Urbana. As a member of the Library’s IT Division, the Library Systems Administrator contributes to the overall development of the Library’s Web and digital library infrastructure and will help plan, select, and implement technologies to support the Library’s goal of anytime anywhere access to UIC’s scholarly information.

### Job Responsibilities (Essential Duties)

* Install, patch, and maintain server, operating systems, services (e.g., Linux, Apache, MySQL)
* Install, patch, and maintain application packages (e.g., Open Journal System, DSpace, Solr, Fedora)
* Maintain and resolve problems with desktop computing systems
* Lead software upgrade and hardware deployment projects
* Respond to user-reported and service affecting problems
* Manage and prioritize open problems and service requests, ensuring successful resolution
* Supervise staff, graduate assistants, and / or student assistants
* Maximize the availability and reliability of desktop and server systems
* Maintain and monitor system access controls and maintain system security in accordance with University security policies
* Verify that systems are performing in line with specifications and policies
* Write and maintain shell scripts
* Provide excellent customer service
* Liaison with campus IT organizations and governance bodies
* Write and maintain systems documentation
* Train library colleagues
* Maintain knowledge of new and emerging technologies and techniques
* Perform other related duties and participate in special projects as assigned

### Minimum Requirements

1.     Any combination totaling two years from the following categories: 

                a)   progressively more responsible work experience in IT-related profession

    b)  college course work in Information Technology (IT), IT Management, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:

                       ·       60 semester hours or Associate’s Degree equals one year

                       ·       90-120 semester hours or Bachelor’s Degree equals two years.

**Specialty Factors**

* A minimum of 3 years experience as a Linux systems (computer systems) administrator
* Demonstrated experience administering Web servers and / or related systems such as Apache, Tomcat, RDBMS (e.g., MySQL, PostgreSQL), etc.

### Preferred Requirements

* Bachelor’s degree (degree in computer science, information science, or closely related field preferred)
* Advanced degree in computer science, library and information science, or closely related field is preferred
* Experience performing or leading desktop systems (microcomputer) administration
* A minimum of 2 years supervisory experience
* Demonstrated experience implementing and supporting open source applications
* Demonstrated ability to effectively troubleshoot technical problems, isolate problem causes, and implement solutions
* Experience in programming languages appropriate to support systems administration tasks (e.g., Perl, shell scripting, Python, Java, C/C++)
* Experience using an endpoint management tool such as SCCM, Spiceworks, AbsoluteManage, or Dell KACE preferred.
* Experience with TCP/IP network design and configuration. Experience working with authorization / authentication mechanisms such as LDAP, CAS, Shibboleth preferred.
* Experience using a configuration management tool (e.g., git, subversion) preferred
* Experience working in the context of a software development methodology preferred
* Experience performing systems resource management and capacity planning preferred
* Experience with DSpace, Solr, and/or Fedora preferred
* Experience managing and transforming data in multiple formats preferred.
* Ability to work collaboratively and positively with individuals and groups, both face to face and remotely
* Excellent interpersonal as well as written and verbal communication skills
* Demonstrated experience working effectively in a team environment; demonstrated ability to interact effectively with stakeholders and to provide excellent user-centered service in a in a research-intensive, fast-paced, culturally diverse higher education environment

### Desired Knowledge & Skills, Education, Experience

### Working Conditions

General office environment. Regular travel not expected but may occur occasionally around previously scheduled events. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer keyboards.

### Physical Requirements

##### The Library and the Campus

The UIC University Library supports, enhances, and collaborates in the education, research, and service activities of the University by ensuring that faculty, students, and other users have access to a broad and diversified range of scholarly resources, both through its own rich collection of materials and through collaborations with other institutions; providing expertise; engaging in original research; instructing students; and collaborating with faculty outside the library.

The University Library at the University of Illinois at Chicago serves an urban and highly diverse campus of more than 25,000 students and 11,000 faculty and staff members, as well as the Chicago metropolitan area and the State of Illinois. UIC provides a wide range of students with a world-class educational opportunity and trains professionals in a wide range of public service disciplines and is the principal educator of health sciences professionals in the state.

UIC has a strong commitment to serve its highly diverse community. UIC especially welcomes applications from women, underrepresented minority group members, persons with disabilities, members of sexual minority groups and others who would enrich the University’s research, teaching, and Great Cities mission.

##### Salary

Minimum $65,000.

##### How to Apply

This is a full-time civil service position. For fullest consideration, complete an online application through [jobs.uic.edu](http://jobs.uic.edu/) and submit a cover letter detailing how your education and experience meet the required and preferred requirements, a full C.V. or resume, and contact information for three references by **October 27, 2013**. Please submit an Exam Request for CB7677 – IT Technical Assoc (University Library).

**https://jobs.uic.edu/job-board/job-details?jobID=36067**