



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 02052
Title Systems Administrator - Library
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library, Exton branch, is accepting applications for a Systems Administrator. This position will assist the Computer Services Department with the following:

- Troubleshoot, upgrade and install all hardware and software for all staff and public computers.
- Provide support of all Library System-related software and hardware for 18 member libraries.
- Assist public and staff users with all computer-related issues and questions.
- Configure, test and monitor new services, hardware and software.

This position requires excellent organizational and oral communications skills and flexibility. The position also requires knowledge of networking terminology and setup, strong desktop and hardware troubleshooting skills and extensive Microsoft skills. A Bachelor's degree from an accredited college or university, or equivalent combination of education and experience is required.

While performing the duties of this position, the employee is frequently required to sit, walk and stand; lift or carry items; and talk or hear. Occasionally, the employee will need to kneel; push items; twist or rotate at the waist; and drive to and from locations. On rare occasions, the employee will need to stoop, squat or crouch; crawl; and reach or work with arms above shoulder height.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type Full-Time / Non-Exempt

Salary Information Salary range available beginning at \$53,383.12 annually based on education and experience.

Shift 8:30 a.m. - 4:30 p.m.

Weekly Hours 35

Deadline Applications will be accepted until position is filled.

Original posting date: March 23, 2023

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698