



**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**



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**Requisition# 2575**  
**Title FT LAN Administrator - Library**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library, Exton branch, is accepting applications for a LAN 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.
- Maintain, repair and troubleshoot network connections, including switches and wireless connections.

This position requires excellent organizational and oral communications skills and flexibility. The position also requires advanced knowledge of networking terminology and setup, strong desktop and hardware troubleshooting skills and advanced HTML 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 \$46,857.72 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:** December 14, 2018

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698