Baker County Library District invites you to consider the position of IT Systems Administrator

**Baker County Library District**

BCLD is an independent special library taxing district organized under the laws of Oregon State and serving all of Baker County, Oregon. It includes the Main Library and Administrative headquarters in Baker City, branches in Haines, Halfway, Huntington, Richland, and Sumpter, and active Volunteer and Outreach programs. BCLD is heavily involved in community engagement and partnership activities throughout the county. BCLD staff consists of 15.6 FTE, the average annual circulation is around 140,000, and the 2022 general fund operating budget is just over $1.4 million. In 2022-2023, BCLD is preparing to upgrade its video security camera systems, renovate the website, and implement a new email platform for staff.

**About the Position**

Individuals assigned to this classification are responsible for planning, developing, operating, maintaining, and evaluating the Library district's hardware, software, network and telecommunications infrastructure, and in developing training and documentation materials. Participates with a high degree of leadership responsibility in coordinating district-wide information technology systems. Exercises independent action in some areas; in most cases tasks are performed under minimal supervision.

In this recruitment, BCLD is particularly, but not exclusively, interested in reviewing applications from candidates who have skills, experience, or professional enthusiasm in the following areas:

- Working collaboratively with district-wide, multi-department teams;
- Highly detailed oriented and organized;
- Flexibility, a high level of energy and an aptitude for multi-tasking;
- Innovative service models with a focus on equity, diversity and inclusion;
- Providing training and excellent service to co-workers.
Salary, Benefits, and Schedule

The salary range for this position is $4,363.75 - $5,304.16 per month (Range 18). Appointment may be made at any step, dependent on experience and qualifications.

The benefits package includes:

- 12 days paid vacation leave per year;
- 12 days paid sick leave per year;
- 11 paid holidays per year;
- PERS retirement plan and Social Security;
- Partially paid medical insurance coverage available for employee with dependent coverage option by payroll deduction;
- Employer-paid vision coverage for employee;
- $1500 annually for employer-funded Health Reimbursement Arrangement (HRA);
- Employer-paid life insurance ($10,000).

The position is budgeted and scheduled for 40.0 hours per week. The work schedule varies and may periodically include evenings and weekends. The primary work location is the IT Department in the Baker City Main Library. The position may be assigned to work at other BCLD Facilities as needed.

Examples of Essential Job Functions

Work performed may include, but is not limited to, the following activities:

- Assists with short-term and long-range planning for technology applications to meet changing and future needs, and works with colleagues to identify, explore, plan, implement and evaluate new technologies;
- Assists with developing and managing IT Department budgets;
- Purchases hardware, software, and services;
- Recommends and selects network and internetwork strategies and devices; recommends and selects hardware and software; establishes and maintains minimum required specifications for hardware and software;
- Represents BCLD’s interests with IT product and service vendors;
- Maintains equipment and software inventory records; establishes hardware and software replacement schedules;
- Builds, installs, configures and tests new hardware and software;
- Recommends and implements operating procedures and practices;
- Maintains network security;
- Manages library server services including database, e-mail and website services;
- Communicates with staff about BCLD technology and the status of IT projects, programs and activities;
- Performs assessments, evaluates results, designs and delivers training to staff on the use of library hardware and software;
- Designs, and provides STEM-related programs for the public;
-Troubleshoots network, hardware and software problems and responds to technical support requests;
• Writes instructions and manuals for library technology;
• Collects statistics and other data and prepares reports as required;
• Stays abreast of trends and best practices in IT and library technology and participates in continuing education opportunities as appropriate;
• Maintains work areas in a safe, clean and orderly condition;
• Actively participates in committees, work groups and special assignments;
• Performs related duties as required.
• Timely and regular attendance is an essential job function.

Minimum Qualifications

Education, Experience, and Certifications:
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

• Bachelor’s degree in computer science or equivalent;
• Professional IT certifications from Microsoft, Cisco, (ISC)2, and/or CompTIA;
• At least three years of experience in IT field or equivalent;
• Valid Oregon State driver’s license;
• Good driving record clear of major traffic violations.

Knowledge and Skills Required:
• Thorough knowledge of telecommunications and internetworking protocols, internetworking hardware, operating systems and troubleshooting;
• Thorough knowledge of computer hardware, operating systems, directory services, applications software, deployment practices and troubleshooting;
• Current and emerging library trends, services, technologies and practices;
• Familiarity with public libraries and library services;
• Ability to drive a BCLD vehicle and transport equipment between branches;
• Strong customer service attitude;
• Strong verbal and written communication skills.

Physical Requirements
Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:

• CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
• FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
• OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
• Ability to work a varied schedule (including evenings and Saturdays).
• Ability to travel between library locations using BCLD vehicle, personal vehicle or public transportation.
Working Conditions
Duties are generally performed indoors. Evening and weekend hours are occasionally required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work station may be shared with other staff. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

About Baker County
Baker County has a population of about 16,000 people in a territory of 3,088 square miles. It is located in the northeast corner of Oregon, sharing a border with Idaho. On the north, it is bounded by the geologically diverse Blue Mountains, including the Wallowa Mountain range to the north and Elkhorn Mountains to the west and south.

The county includes miles of scenic rangeland and acres of farmland, vast forests and spectacular wilderness areas, and a stretch of Hells Canyon National Recreational Area. Recreational opportunities abound, including hiking, camping, bicycling, birding, golf, and snow sports of all kinds with some of the best powder runs in the northwest at Anthony Lakes Ski Resort. Native American tribes include the Cayuse, Niimiipuu (Nez Perce), and Northern Paiute, Umatilla, Walla Walla and other Sahaptin-speaking peoples. The nearest large airport is in the Boise metropolitan area, approximately two hours away. The nearest retail superstores are in the cities of La Grande and Ontario, each about a one hour drive along Interstate 84.

Application Procedure
Position is open until filled with first consideration given to applications received by the end of Sunday, November 6, 2022. Required application materials for this position include a completed application, current resume, and a cover letter explaining why you are the best candidate for this position. Applications should be submitted by email to jobs@bakerlib.org. Applications are not complete unless all elements are submitted. Incomplete applications will not be considered. To avoid submission problems with BCLD firewall, file names of the attachments must not include any hyphenation such as dashes or extra periods.

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Executive Director. Baker County Library District will consider the possibility of reasonable accommodation for all essential job functions. All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles. Baker County Library District is an Equal Opportunity Employer.
BAKER COUNTY

Total population 16,090
Rural population 41%
Net migration, 2010-2018 (per 1,000 population) 76

FEDERALLY RECOGNIZED TRIBES
BP  CLUS  COQ  COW
GR  KLA  SLZ  UMA  WSP

MEDIAN HOUSEHOLD INCOME
Baker $46,250
Oregon $65,667

LIFE EXPECTANCY
Women 80 years
Men 76 years

PUBLIC LAND
52%

DEVELOPED/CULTIVATED LAND
7%

HOUSEHOLDS IN FINANCIAL HARDSHIP
46%

POPULATION BY RACE/ETHNICITY
American Indian/Alaska Native: 1.7%
Asian: 0.3%
Black/African American: 1.0%
Hispanic/Latino: 4.6%
Native Hawaiian/Pacific Islander: 0.2%
Some other race: 0.1%
Two or more races: 2.1%
White: 90.0%

TOP EMPLOYMENT INDUSTRIES
Food services and drinking places
Educational services
Food and beverage stores
## COMMUNITY

<table>
<thead>
<tr>
<th></th>
<th>BAKER</th>
<th>OREGON</th>
<th>RURAL</th>
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<tbody>
<tr>
<td>Food insecurity</td>
<td>13.1%</td>
<td>11.5%</td>
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<tr>
<td>Child poverty*</td>
<td>20.1%</td>
<td>15.0%</td>
<td>14.0%</td>
<td>15.4%</td>
</tr>
<tr>
<td>Foster care rate (per 1,000 pop.)</td>
<td>11.4</td>
<td>7.3</td>
<td>12.5</td>
<td>6.4</td>
</tr>
<tr>
<td>Index crime (per 1,000 pop.)</td>
<td>30.5</td>
<td>29.7</td>
<td>24.8</td>
<td>30.6</td>
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<tr>
<td>Voter participation</td>
<td>80.7%</td>
<td>82.0%</td>
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## EDUCATION

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<tbody>
<tr>
<td>Kindergarten ready (letter sounds)</td>
<td>10.8 of 26</td>
<td>7.7</td>
<td></td>
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<tr>
<td>3rd grade reading</td>
<td>47.1%</td>
<td>46.5%</td>
<td>42.2%</td>
<td>48.0%</td>
</tr>
<tr>
<td>9th grade on track</td>
<td>73.2%</td>
<td>85.3%</td>
<td>82.7%</td>
<td>86.5%</td>
</tr>
<tr>
<td>5-year high school graduation rate</td>
<td>79.6%</td>
<td>83.0%</td>
<td>79.1%</td>
<td>84.7%</td>
</tr>
<tr>
<td>4-year college degree or greater</td>
<td>25.0%</td>
<td>34.4%</td>
<td>24.7%</td>
<td>38.5%</td>
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## ECONOMY

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<tbody>
<tr>
<td>Unemployment rate</td>
<td>7.2%</td>
<td>7.6%</td>
<td></td>
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</tr>
<tr>
<td>Labor force participation rate</td>
<td>49.3%</td>
<td>62.5%</td>
<td>54.6%</td>
<td>65.8%</td>
</tr>
<tr>
<td>Job growth (per 1,000 pop.)</td>
<td>-19.3</td>
<td>-32.7</td>
<td>-21.1</td>
<td>-34.9</td>
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<tr>
<td>Property tax (per person)</td>
<td>$1,310</td>
<td>$1,684</td>
<td>$1,395</td>
<td>$1,739</td>
</tr>
<tr>
<td>Rent costs (1 bedroom/1 bath)</td>
<td>$617</td>
<td>$617</td>
<td>$617</td>
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## HEALTH

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<tr>
<td>Low weight births</td>
<td>13.3%</td>
<td>6.5%</td>
<td>6.7%</td>
<td>6.5%</td>
</tr>
<tr>
<td>Vaccination rate, 2-year-olds</td>
<td>65.0%</td>
<td>71.0%</td>
<td></td>
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<tr>
<td>Good physical health</td>
<td>56.0%</td>
<td>60.1%</td>
<td></td>
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<tr>
<td>Good mental health</td>
<td>51.1%</td>
<td>57.3%</td>
<td></td>
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<tr>
<td>Tobacco use</td>
<td>39.6%</td>
<td>25.5%</td>
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## INFRASTRUCTURE

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<tr>
<td>Broadband availability</td>
<td>73.1%</td>
<td>97.6%</td>
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<tr>
<td>Child care (slots per 100 children)</td>
<td>8.0</td>
<td>15.0</td>
<td>11.0</td>
<td>16.0</td>
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<tr>
<td>Transit service</td>
<td>25.4%</td>
<td>53.1%</td>
<td></td>
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<tr>
<td>Mobile homes</td>
<td>14.4%</td>
<td>7.7%</td>
<td>15.7%</td>
<td>5.9%</td>
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<tr>
<td>Vehicle miles traveled (per capita)</td>
<td>17,315</td>
<td>4,570</td>
<td>8,915</td>
<td>3,737</td>
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* Interpret with caution for small counties (population under 10,000).